



Required Activities of AOPT SIG Officers

- President:
 - Attends AOPT Business Meeting and Board of Directors meeting at CSM annually.
 - Will staff the AOPT Booth at CSM for a minimum of 2 hours each year.
 - Represents the SIG at the Fall Board of Directors meeting every five (3) years as well as at other AOPT meetings when requested by the AOPT Board of Directors.
 - Work with AOPT Leadership in meeting their strategic goals and initiatives.
 - Provides a written report on SIG activities one (1) month prior to the Fall Board of Directors meeting and the CSM Board of Directors Meeting. If any of these meetings are conference calls a report will be submitted one (1) month prior to the date of the call. The CSM report will include a list of current committee chairs and members, including term limits.
 - Submits annual budget request by June 15 for review at the AOPT Finance Committee meeting in August.
 - Submits a SIG informational and update article to *OPTP* at least two (2) times per year.
 - Submits to the AOPT Executive Associate the agenda for the CSM SIG Business Meeting and SIG conference calls two (2) weeks prior to the meeting. The agenda will be forwarded to the SIG Board Liaison.
 - Provides a report to the Board of Directors for review at the CSM Board meeting during the third year of their Presidency indicating how the SIG has fulfilled the six (6) purposes documented in the SIG Rules of Order.
 - Can only serve as a presenter for one (1) annual CSM or AOPT meeting educational session during each three-year term unless presented to the Education Chair and approved by the Board.
- Vice-President/Education Chair:
 - Ensures submission of a proposal for 2 hours of educational programming each year at CSM.
 - Communicates proposal for submission of programming to the Education Chair.
 - Serves as the moderator of the SIG educational session.
 - Can only serve as a presenter for one (1) annual CSM educational session during each three-year term unless presented to the Education Chair and approved by the Board of Directors.
- The Nominating Committee members
 - Nominating Committee terms are 3 years, with the first 2 years as Member, and the third year as Nominating Committee Chair.
 - The Nominating Committee is responsible for recruiting, reviewing, and selecting AOPT members to run for open SIG elected positions each year.