

## **THE SOUTHERN SOCIETY OF ELECTRONEURODIAGNOSTIC TECHNOLOGISTS:**

### **SECRETARIAL / TREASURER DUTIES**

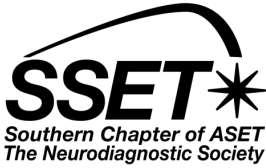
#### **SECRETARY: (these duties can be combined with treasurer duties)**

- a. keep a correct and complete permanent record of the proceedings of the meetings and transactions of the Chapter.
- b. distribute minutes in a timely manner to the EC for approval.
- c. After EC approval above, submit minutes for correction and approval by the BOD THEN to the general membership.
- d. have such other powers and duties as may be prescribed by the EC and BOD.
- e. work closely with treasurer to maintain the most current membership list.

#### **TREASURER: (appointed by the President and approved by the Board)**

- a. monitor the receipts and distribution of funds of the Chapter.
- b. required to submit an annual accounting and proposed budget, both of which shall be approved by the Board of Directors and shall be presented and available to all members at the annual meeting.
- c. receive the report of the financial audit/compilation to be conducted annually by a Certified Public Accountant and present copies to the Officers, Board of Directors and membership for approval.
- d. ensure and keep all governmental tax and non for profit filings.
- e. secure a fidelity bond at the expense of the Chapter, the limits of which shall be fixed by the Board of Directors and reviewed as necessary.
- f. submit updated membership list indicating members' status to the President, Secretary.





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**This conflict of interest (COI) DOCUMENT is designed to protect the integrity of the society itself and its educational offerings to its membership.**

This DOCUMENT applies to faculty at any SSET educational offering, those who serve on the SSET Board of Directors/ Executive Committee, committees, and task forces, or in any volunteer in an official capacity for SSET.

Conflicts of interest occur in all industries and they do not automatically mean that you are prohibited to speak or serve the society. Once a conflict is disclosed the SSET board will weigh its possible influence and direct you further.

Examples of possible COI:

- financial interest/relationship/ownership in an entity that could influence subject matter presented
- financial interest/relationship/ownership that could influence actions or decisions in a leadership role
- other possible conflicts of interest that could influence actions or decisions on behalf of SSET
- fees for referral/use of particular equipment or employment  
(see Federal Statute on Anti- Kickback Provisions);

I have no conflicts of interest that could influence actions or decisions

Please see possible conflicts of interest below.

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This conflict of interest (COI) DOCUMENT must be signed before election and YEARLY for those who serve on the SSET Board of Directors/ Executive Committee, committees, and task forces, or in any volunteer in an official capacity for SSET.

I understand and attest to my disclosure above:

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

SSET

