

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

### **COMMITTEES**

#### **STANDING COMMITTEES**

All committee members must sign the conflict of interest statement at the end of this document. It is understood that all appointments are to be finally approved by the Executive Committee (EC) Board of Directors (BOD)

#### **MEMBERSHIP COMMITTEE COMPRISED OF THE EXECUTIVE COMMITTEE**

- a. secretary is chair.
- b. establishes, revises, and distributes potential and new applicants for membership.
- c. works in concert with ASET to maintain the most up to date membership list.

#### **PROGRAM COMMITTEE COMPRISED OF THE EXECUTIVE COMMITTEE**

- a. president is chair.
- b. develops scientific programs to be presented at the Annual Meeting
- c. assists in the mechanics of executing the meeting.
- d. appoints a Training and Education (T & E) Chair to execute educational programs and approved by the BOD.
- e. members shall be given written notice of the agenda of the scientific session at least sixty (60) days in advance of the Annual Business Meeting.

#### **TRAINING AND EDUCATION COMMITTEE COMPRISED OF CHAIR & COURSE DIRECTORS**

- a. chair appointed by the program committee and approved by the President and BOD.
- b. assists in executing programs designed by the Program Committee; schedule speakers, arrange for audio-visual presentations, design, distribute the program brochure.
- c. maintain current listings of suggested reading material and assist in the acquisition of educational material for publication in the Delta Recorder.

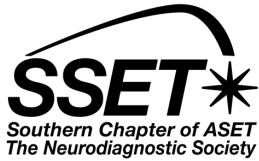
#### **NOMINATING COMMITTEE**

- a. chair appointed by the Board of Directors who in turn calls for nominations
- b. works with sec/treas who has current membership list to determine eligibility.

#### **SCHOLARSHIP COMMITTEE:** awards scholarships for attendance at the Annual Meeting

- a. chair appointed by the President approved by the BOD.
- b. chair appoints two more committee members approved by the EC and BOD.
- c. call for and accepts/reviews applications for scholarship and makes recommendations to the EC and BOD.





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#### **BYLAWS COMMITTEE**

- a. chair is the President who will select other committee members approved by the BOD.
- b. studies all proposed changes in the Chapter's Bylaws.
- c. Changes in the ByLaws shall be submitted to the Executive Committee and Board of Directors at least ninety (30) days prior to the Annual Meeting
- d. The Board of Directors shall review recommendations for amendment to the Bylaws and direct the chair of the Committee to present the proposed amendments/change to the membership as directed under Article XVIII, Amendments.

#### **EDITORIAL COMMITTEE COMPRISED OF MANAGING EDITOR AND EDITORIAL STAFF.**

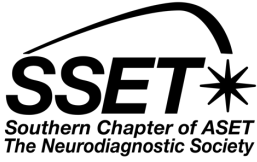
- a. A Registered Technologist shall be appointed by the Board of Directors as managing editor of The Delta Recorder.
- b. The managing editor, with prior approval from the Board of Directors, may appoint an assistant to act on their behalf in all matters relating to commercial advertising in the Delta Recorder.
- c. The editorial staff shall be responsible for critical review of manuscripts for publication and make recommendations to the managing editor.

#### **OTHER COMMITTEES:**

##### **EXHIBITOR COMMITTEE:**

- a. chair appointed by the President, preferably a BOD.
- b. maintains and solicits vendors for an updated list to be maintained by the secretary.
- c. brainstorms sponsorship opportunities to generate revenue for the chapter.
- d. designs an exhibitor prospectus yearly (in Oct/Nov) for the next years meeting plans and other sponsorship opportunities.
- e. liaison between SSET and vendors with respect to correspondence and meeting affairs.





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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

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