

## **O.S.R.T. Executive Secretary Job Description**

The Ohio Society of Radiologic Technologists' (O.S.R.T.) Executive Secretary is the key contact point for the organization, provides administrative support to the O.S.R.T. Board of Directors and is a liaison between the Board and the membership. The Executive Secretary is responsible for maintaining membership data and the constituent relational management program. (S)he also works very closely with the O.S.R.T. Webmaster to maintain accuracy and currency of the organization's website. This individual is committed to and enthusiastic about the mission and vision of the O.S.R.T.

### **Personal Characteristics and Requirements**

The Executive Secretary must be experienced in managing a wide range of administrative and executive support related tasks; therefore, these personal skills are essential to the job:

- Strong priority management, organizational and analytical skills
- Excellent verbal and written communication skills
- Demonstrated ability to manage complex tasks and competing demands to meet deadlines with attention to details
- Work independently with the ability to multi-task
- A strategic thinker with decision making and critical thinking skills
- Manage confidential tasks and information
- Present a high degree of maturity, honesty, trust and integrity
- Display professionalism, efficiency and courtesy in representing the O.S.R.T.
- Has an outgoing and creative personality
- Has the ability to work with a group of highly engaged individuals
- Provide office space and equipment to carry out the responsibilities associated with this position
  - The O.S.R.T. will provide cell phone, printer and online FAX services
- Must hold national certifications from the A.R.R.T., N.M.T.C.B. or A.R.D.M.S.
- Must be a member in good standing of the A.S.R.T.
- Must be a member in good standing of the O.S.R.T. for a minimum of five years

### **Responsibilities of the Executive Secretary**

The Executive Secretary is the key contact point of the organization and is responsible for the administration and organizational management of the Executive Office. Major responsibilities are listed below:

- Is accessible to the membership and the officials of the O.S.R.T. by telephone, text, FAX, e-mail and USPS

- Responds to and proactively manages communications from membership and external sources
- Provides administrative support to the O.S.R.T. Board of Directors and committees
- Reports to the Senior Chairperson of the Board
- Works collaboratively with the Financial Manager and Webmaster
- Frequent communication, both verbal and written, with the Executive Committee, Board of Directors, active members, students, educational program officials, outside vendors, staff of the A.S.R.T. and A.R.R.T.
- Demonstrated proficiency in MS Office Suite including Outlook, Word, Excel, Access and PowerPoint
- Has a working knowledge of web-based constituent relations management (CRM) software
  - Assists the Webmaster in the development of online forms and content and helps to maintain the integrity of the website
  - Manages the mass email system through the CRM
  - Maintains proficiency through updates, conference call meetings and online education
  - Maintains a working relationship with the web host and CRM consultant
  - Manages the web-based email system by sending, archiving and deleting mail
- Coordinates membership renewal of existing members and processes applications of new members
- Maintains electronic membership records and reports to the Board of Directors for every Board meeting and as requested
  - Membership activities are a year-round task; some educational programs register students en masse and others have students register at their discretion
  - These tasks will involve an estimated 10-15 hours per week
- Generates data reports as requested
- Drafts correspondence to the membership at the direction of the Board
- Maintains executive office and Annual Meeting supplies and manages inventory and costs appropriately
- Coordinates registrations and applications for all O.S.R.T. events
  - The Annual Meeting is the busiest time of the year and includes processing registrations, verifying membership, and regular reporting of registration specifics to the Board
  - Coordinates Quiz Bowl applications; grant and competition applications
  - Produces name badges and event tickets
  - January through April is the busiest time of the year. Tasks associated with the Annual Meeting will involve 40+ hours per week
- Assists with development of event materials and printing as requested

- Assists with continuing education requests for approval to the A.S.R.T. and A.R.R.T.
- Submits reports and actively participates in Board and business meetings
  - Board meetings are held in May, September, January and April
  - Board meetings are in-person and require attendance for the entirety of the meeting which is generally from 9am-5pm but may extend later
- Attends the Annual Meeting and all sponsored functions at the Annual Meeting
  - The Annual Meeting is held during the first or second week of April; attendance is required Tuesday through Saturday
  - The O.S.R.T. is responsible for meeting registration and hotel accommodations for the Executive Secretary
- Organizes and oversees the Annual Meeting registration area in conjunction with the Financial Manager
- Serves as an ex-officio member of the Membership Committee
- Serves as an ex-officio member of the Annual Meeting Committee
- Collects payment for membership and events in coordination with the Financial Manager; processes credit card payments; creates invoices and receipts