# SCSRC President’s Report

**Meeting Date:**

**President:**

**Goals:**

**Report:**

**Membership:**

**Membership Progress Report**

Number of Licensed RCPs in SC (11/2014) 2896 licensed (6/2015)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type** | **JAN**  **2015** | **JULY**  **2015** | **OCT**  **2015** | **DEC**  **2016** | **MAR 2016** | **JUN 2016** | **SEPT 2016** | **DEC 2016** | **MAR 2017** |
| **Active** (practicing RCP) | 612 | 566 | 580 | 550 |  |  |  |  |  |
| **Associate/Industrial** | 6 | 9 | 9 | 8 |  |  |  |  |  |
| **Associate/Physician** | 0 | 0 | 0 | 0 |  |  |  |  |  |
| **Life/Special/RA** | 6 | 6 (2/3/1) | 9 (2/6/1) | 8 (2/5/1) |  |  |  |  |  |
| **Student** | 151 | 180 | 149 | 153 |  |  |  |  |  |
| **Total Members** | 775 | 761 | 747 | 719 |  |  |  |  |  |
| **% Change T (prev. report)** | - | -1.77% | -1.84% | -3.75% |  |  |  |  |  |
| **% Change A (prev. report)** | Baseline | -7.52% | +2.47% | -5.17% |  |  |  |  |  |
| **YTD % Change Total** | Baseline | -1.8% | -3.6% | -7.2% |  |  |  |  |  |
| **% licensed/active RCP** | 22.2% | 19.5% | 20.0% | 19.0% |  |  |  |  |  |
| % Change L/A members | Baseline | -7.5% | -5.2% | -10.1% |  |  |  |  |  |

**Education:**

**Events/Awareness:**

**Communication/Technology:**

**Process/Procedures:**

**Reward/Recognition:**

**Recommendations:**

**Needs:**

**Charges:**

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the President are outlined below:

1. Preside over SCSRC Executive Committee / Board of Directors Meetings:
   1. Prepare agenda.
   2. Notify members of time and location of meetings.
   3. When special projects are to be discussed, ensure individuals involved are available and/or present.
   4. Briefly review activities of all committees.
   5. In the absence of the secretary, delegate to another member of the Board the responsibility for the preparation and prompt distribution of meeting minutes.
   6. Encourage the use of parliamentary procedure for more efficient use of meeting time.
2. Appoint chairpersons, and direct specific charges to standing committees and special committees:
   1. Carefully match committee responsibilities with appropriate manpower.
   2. Avoid one-person committees.
   3. Discuss what is expected of each committee and how each committee should work together to achieve the goals and objectives.
   4. Strive to draw from new manpower as a method of increasing member interest, a source of new ideas, and as training for future committee chairs, board members, and officers.
      1. In December, prior to taking office, select committee chairpersons.
      2. Query SCSRC members for interest in committee membership. Provide this list to committee chairs to utilize for committee member selection. If it is not possible to honor committee requests, determine if they may be utilized in some other function and respond to each individual appropriately.
      3. Strive to achieve sufficient representation on each committee.
      4. Encourage joint meeting of the outgoing and incoming chairpersons to afford the new chair the opportunity learn what unfinished business is pending, and other information necessary for a smooth transition.
   5. Request annual reports, from officers, board members, and committee chairs, which include statements of accomplishments, problems, and recommendations for the next year.
   6. Request committee chairs to furnish a schedule of committee meetings to permit the president's attendance.
   7. Request reports from committee chairs during each Board of Directors meeting. This report should include any activities of the respective committees.
   8. Serve as ex-officio member of all committees with the exception of the Elections Committee.
3. Coordinate two-way communications with the AARC:
   1. Inform officers and committee chairs of proper channels of communication. Normally communications pertaining to chartered affiliate operations should be accomplished via the AARC Chartered Affiliate Committee liaison.
   2. Keep chartered affiliate officers, board members and committee chairs informed of the AARC Executive Office and AARC activities and policies. When appropriate, the SCSRC membership should receive information of this nature through announcements and bulletins.
4. Provide supporting assistance in pursuing overall objectives. Occasionally there will be programs and activities vital to the continued progress of the association recommended by the AARC Board of Directors or AARC committees. The chartered affiliate president will be called upon to implement these programs and activities locally.
5. It is the final responsibility of the president to ensure that all necessary reports are submitted and the AARC requirements are met by the chartered affiliate Board of Directors and officers.
   1. To ensure a successful year as president:
      1. Select committee chairs and committee members based upon leadership, ability, and knowledge of the association at all of its levels.
      2. Encourage members who have not been active in the SCSRC to become active as committee chairs, and members.
      3. Design planned, but flexible programs.
      4. Define objectives for the year.
      5. Keep executive committee, board members, committee chairs, and members well informed.
      6. Maintain friendly, personal contact with members.
      7. Encourage working members and committees.
      8. Maintain regular attendance at affiliate meetings, participate in all activities.
      9. Consider incentive to keep members interested.
6. Procedures
   1. Determine dates for regular board meetings and present to the Board at or before the January Board of Directors meeting. If for some reason any of the meeting dates must be changed, notify the Executive Committee, Board members, and Committee Chairs as soon as possible. Meetings are normally held in Columbia.
   2. Ensure that the Treasurer in conjunction with the Budget committee prepares a tentative zero-based budget to be presented to and approved by the Executive Committee prior to the January Board of Directors meeting. Budget requests should be sent to the officers, delegate, and committee chairs in late November, or early December and returned to the incoming president by mid-December in order to have sufficient time to prepare the budget.
   3. Complete officer list form, annual meeting information form, and any other information, reports, or forms requested by the AARC--by the requested due date.
   4. Prepare agenda for each Board of Directors meeting and forward to the Secretary to be e-mailed with the meeting minutes. Minutes and agendas should be e-mailed at least fifteen (15) days prior to the Board of Directors Meetings.
   5. Return AARC nominations (usually due in early February) by the requested date.
   6. Design Communication Cascade and send copy to AARC along with the officiary.
   7. Complete the credentialing of the delegation, sign, secure the secretary’s signature, and mail to the AARC by the requested date for both summer, and fall meeting.
   8. Pull regular membership reports from the AARC - review these reports and forward to the chairperson of the Membership Committee.
   9. Preside over the annual business meeting during the State Meeting. Make sure the Program Committee places this meeting on the program.
   10. Open the State Meeting, preside over this meeting, and moderate as requested by the Program Committee.
   11. Prepare comments and/or tokens of appreciation for officers, board members, and committee chairs.
   12. Select "Region of the Year" and “President’s Award” recipients to be presented during the State Meeting.
   13. After the October Board of Directors meeting, review the policy and procedures and update for the President-Elect.
   14. Be available for the President-Elect for advice, counsel, and moral support, and to help ease his/her transition into the presidency.