



**Wisconsin Radiological Society (WRS)  
Board of Directors – Officer Description**

**Secretary/Treasurer**

The order of succession to the duties of the office shall be as follows: president, president-elect, vice-president, secretary-treasurer, immediate past president.

**The Secretary/Treasurer shall:**

- Be a member of the American College of Radiology.
- Serve a term of two years.
- Preside at all meetings of the Society.
- Review full meeting minutes of proceedings and action taken by the WRS office.
- Report the funds of the chapter at all Board of Directors meetings.
- Report the funds of the chapter at each Annual Business Meeting.
- Review monthly financial reports provided by the WRS office.
- Approve requests for unbudgeted expenses.
- Sign as such officer, on proper warrant, such checks and papers executed on behalf of the Society as may be required by the Board of Directors and the financial policies.
- Deliver to new Secretary/Treasurer all materials, and other property of the Society at the close of her/his term.
- Typically be prepared to serve a one-year term as Vice President, President-Elect and President and then a three-year term as a member of the Board of Censors.