

**AMERICAN SOCIETY OF ECHOCARDIOGRAPHY
COUNCIL ON CARDIAC AND VASCULAR SONOGRAPHY
RULES OF GOVERNANCE**

Charge of the Council of Cardiac Sonography

- *Support cardiovascular ultrasound interest areas by communicating issues of importance to the membership*
- *Provide guidance to the Board regarding specialty issues*
- *Provide a forum for members with similar-interests to network*
- *Appoint directors to the Board (as Council representatives)*
- *Provide guidance on standards of care related to specialty fields to the Board and the Guidelines and Standards Committee*
- *Provide guidance to the Scientific Sessions Program Committee regarding appropriate educational offerings for specialty areas*

I. COUNCIL MEMBERS/SELECTION PROCESS

Council Member	Selection Process
Council Leadership	
Council Chair	Leadership Path
Council Vice-Chair	Leadership Path
Council Secretary	Selected by ASE Nominating Committee/Vote
Immediate Past Council Chair	Automatic Appointment
ASE Executive Secretary	Selected by ASE Nominating Committee/Vote
Council Membership	
Advocacy Committee Sonographer Co-Chair	Selected by Advocacy Committee
CCI Sonographer Liaison	Selected by CCI
JRC-CVT Liaison	Selected by JRC-CVT
JRC-DMS Liaison	Selected by JRC-DMS
Scientific Session Sonographer Chair	Selected by Scientific Session Physician Chair
Scientific Session Sonographer Co-Chair	Selected by Scientific Session Physician Co-Chair
Pediatric Council Sonographer Rep	Selected by Pediatric Council
Vascular Council Technologist Rep	Selected by Vascular Council
ICAEL Sonographer Representative	Selected by ICAEL
ICAVL Technologist Representative	Selected by ICAVL
ASE Board of Director Members (6)	Selected by ASE Nominating Committee/Vote
ASE President Elect	Selected by ASE Nominating Committee/Vote
At Large Members (4)	Nominated by council nominating committee
Past Council Chairs/Executive Secretaries	Automatic Appointment

II. COUNCIL NOMINATING COMMITTEE

A. Members of the Council Leadership committee will also serve as the Nominating Committee.

B. The Nominating Committee is charged with the following:

1) Providing 2 nominees for the position of At-Large members each year.

Requirements for appointment as an At-Large member are as follows:

- ASE member for 2 years prior to appointment
- Current or previous membership on an ASE committee or council
- Fellow of the American Society of Echocardiography designation (FASE)

2) Providing nominees for the position of Secretary.

Requirements for appointment as an At-Large member are as follows:

- ASE member for 2 years prior to appointment
- Membership on the Council of Cardiac and Vascular Sonography for 1 year prior to nomination
- Current or previous membership on an ASE committee or council
- Fellow of the American Society of Echocardiography designation (FASE)

3) Providing nominees to the ASE Nominating Committee for the position of ASE Executive Secretary

- The Nominating Committee will prepare and submit a nomination for the outgoing Council Chair as ASE Executive Secretary.

III. MEMBERSHIP TERMS

A. General Membership

1) The length of term for general members representing other councils, committees or organizations will be determined by the sponsoring council, committee or organization.

B. At-Large Members

1) The length of term for At-Large members is two years. Two new At-Large members are appointed each year so at any given time there are a total of 4 At-Large members serving on the Council.

2) At-Large members may serve more than one term but they cannot be consecutive terms.

C. Council members elected or appointed to leadership position on the council (Secretary, Vice-Chair, Chair, Immediate Past-Chair) will serve two year terms.

D. Past Council Chairs and Executive Secretaries are permanent, non-voting members of the Council Board.

IV. LEADERSHIP PATH

A. In order to provide continuity and consistency in the decisions and considerations undertaken by the Council, the following “leadership path” has been established:

- 1) At expiration of their term, the elected Council Secretary will be appointed to the position of Council Vice-Chair.
- 2) At expiration of their term, the Council Vice-Chair will be appointed to the position of Council Chair.
- 3) At expiration of their term, the Council Chair will be appointed to the position of Immediate Past Council Chair.

V. MEETINGS OF THE COUNCIL

A. Meeting Frequency

- 1) The Sonographer Council will meet a minimum of 2 times per year. These meetings will be held during the Annual Scientific Sessions of the:
 - a) American Society of Echocardiography (usually in June)
 - b) American College of Cardiology (usually in March)
- 2) The Council Chair will decide if a third meeting will be required. In the event there is a need for a third meeting, it will be held during the Scientific Sessions of the American Heart Association (usually in November).

B. All meetings of the Council will be chaired by the Council Chair. In the event the Council Chair is unable to chair the meeting, the Vice-Chair will assume that role.

C. Meetings are open to all ASE members that have designated “Sonographer Council” on the ASE membership application.

D. In person attendance at Council meetings is encouraged, however, in the event a member cannot travel to the meeting place they will have the opportunity to participate via teleconference (not after June 2009).

E. All members are expected to attend scheduled meetings and engage in the duties of the group. Should a member be unable to perform in this manner, the Chair, or Designee, can ask him/her to step down or determine that he/she will not be reappointed.

VI. COUNCIL LEADERSHIP RESPONSIBILITIES

A. Council Chair

- 1) Chair the Council meetings and develop the meeting agenda.
- 2) Facilitate innovation and growth for the field of cardiovascular ultrasound.
- 3) Monitor the activities of Council Board members assigned to other committees and councils.
- 4) Monitor and coordinate the goals and timelines of sonographer related activities occurring on other committees and councils
- 5) Write the monthly Sonographer Communication (“Yellow Pages”) for the *Journal Of the American Society of Echocardiography* (JASE); or appoint an “invited author.”
- 6) Recognize a sonographer volunteer of the month to be featured in the Sonographer section of the website for the Society (www.asecho.org).
- 7) Recommend sonographer appointments to various committees.
- 8) Mentor the Vice-Chair and secretary for successful transition of duties.
- 9) Serve as a sonographer representative to the Industry Round Table.
- 10) Reply to questions from members that concern the sonographer community.
- 11) Ensure the review and reconfirmation by the Council of the Charges of the Sonographer Council.
- 12) Represent the Council on the ASE Board of Directors (as a non-voting member).
- 13) Ensure the review and reconfirmation by the council membership of these Rules of Governance upon taking office.

B. Council Vice-Chair

- 1) Provide guidance and assistance to the ASE webmaster about information that should be included in the Sonographer section of the website for the Society (www.asecho.org).
- 2) Provide assistance to the Council Chair and act on their behalf when needed.
- 3) Assume the role of Chair in the event the Chair cannot fulfill their duties.
- 4) Recommend sonographer appointments to various committees.
- 5) Mentor the Secretary for successful transition of duties.
- 6) Replies to questions from members that concern the sonographer

community.

C. Secretary

- 1) Record the minutes of the Council meetings.
- 2) Maintain records about the length of terms of board members and ensure compliance with term limitations.
- 3) Assume the role of Vice-Chair in the event the Vice-Chair cannot fulfill their duties. If this occurs, a Secretary will be nominated by the sonographer leadership and presented to the President for approval.
- 4) Recommend sonographer appointments to various committees.
- 5) Reply to questions from members that concern the sonographer community.

D. Executive Secretary

- 1) Reply to questions from members that concern the sonographer community.
- 2) Is the sonographer representative to the Industry Round Table.
- 3) Represents the sonographer community on the ASE Executive Committee.
- 4) Serves as a mentor to the Council leadership.
- 5) Provide reports to the Sonographer Council about decisions and considerations of the ASE Executive Committee.