

Association of Medical Illustrators Manual of Procedures

Last Updated October 2009

**ASSOCIATION OF MEDICAL ILLUSTRATORS
MANUAL OF PROCEDURES**

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I. Salon Judging Handbook	171
II. Criteria and Guidelines for CEU credits, Information sheet on getting CE credit with explanation of criteria, procedures and timelines	
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VI. Sourcebook Manual (not included)	
VII. Meeting Planning Manual (not included)	

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SECTION I: BOARD OF GOVERNORS

A. POLICIES OF THE BOARD

The Board of Governors is composed of twelve Professional Members of the Association, each of whom serves a four-year term of office. Three members rotate off the Board each year, to be replaced by three members elected by the Professional membership just prior to the Annual Meeting. In addition, the Board includes the President, the President-Elect, the Immediate Past-President, the Secretary and the Treasurer. The Executive Director is considered an ex-officio nonvoting member of the Board. Thus, there are seventeen people on the entire Board. The Parliamentarian, though not a member of the Board makes him or herself available to the Chair of the Board during Board meetings and to the President during the Annual Business Meeting. The Parliamentarian is not a voting member of the Board, but is expected to offer advice on the work of the Association and the conduct of its business.

The Board of Governors generally meets three times a year. Its first meeting is a day or two before the Annual Meeting commences. Its second meeting is on the last day of the Annual Meeting and usually consists of two distinct sections; the first, or "Old Board" meeting conducts any business remaining on the agenda from the previous meeting. When this is completed, the "New Board" convenes. The members who are rotating off their four-year term depart and the newly elected members are welcomed and may vote on succeeding motions. The "New Board" then proceeds to deal with any outstanding business delegated to it from the previous agenda and with any new business that may arise. The third Board meeting is an Interim Meeting, which may or may not be the site of a future Annual Meeting. Very occasionally, an additional Special Meeting may be called.

All AMI Board meetings are open to the membership and a notice of each meeting is usually placed in the issue of the newsletter that precedes it. The Board may vote to go into a closed session when dealing with sensitive legal or ethical issues and so informs its guests, when this becomes necessary.

The Association usually assumes the cost of all meals and breaks for Board members during the course of scheduled Board of Governors meetings. Beginning at the Interim Meeting in 2005, a \$300 reimbursement has been budgeted for each Board member attending the Interim Meeting. The current year's budget determines whether Board members' expenses shall be defrayed for travel and or hotel accommodations.

Any Board member who is unable to attend a scheduled meeting should notify both the Chair of the Board and the Executive Director. If a Board member fails to attend two consecutive meetings for reasons deemed insufficient by the Chair, he or she may be asked to submit a resignation.

If a Board member resigns, the Board must appoint a new member to serve for the unexpired term. It is customary to consult the results of the previous election as a source of suitable candidates, when this situation arises.

The Board may request the presence of professional advisors (such as those in the legal, financial or management areas) at its meetings. In this case, the Association defrays the expenses.

DUTIES OF THE BOARD:

• *The Board of Governors is expected to:*

Form and implement all policies related to the activities of the Association, as these are set forth in the AMI Bylaws.

- Control, manage and disburse all Association funds and property, within the limits set in the AMI Bylaws.
- Institute and/or dissolve committees and ratify committee appointments made by the Chair of the Board.
- Direct, supervise and evaluate all committee and liaison activities.
- Discipline Association Members, as described in the Bylaws.
- Ratify the slates of the Nominating and Membership committees, with regard to candidates for the Board and Officers and the election of Professional members.
- Approve the budget for each fiscal year.
- Call special meetings of either the Board or the Association.
- Communicate its actions and deliberations to the general membership via the newsletter or by special communication.
- To expedite the work of the Association, the Board may delegate to the Executive Committee, any or all of its duties, with the exception of electing members to the Association and expending money or disposing of property.
- To expedite the work of the Board and alleviate the considerable burdens which devolve upon the Chair of the Board, individual Board members are appointed to act as liaison to various committees. They serve as a conduit to the Board from committee chairs and should transmit information on related Board activities to the committees.
- A person conversant with Robert's Rules of Order is also appointed as Parliamentarian to ensure that the deliberations of the Board are carried out in proper parliamentary procedure. The Parliamentarian is traditionally the past Board Chair. He or she may be reappointed, since this person is not a member of the Board and has no specified term of office.

B. RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS:

Board members are expected to:

- Attend all meetings of the Board, from 'Call to Order' to adjournment.
- Review all committee reports before each Interim and Annual meeting.
- Perform all duties as liaison to various committee groups or as directed by the Chair of

the Board.

- Prepare reports on designated Board or Association activities for the newsletter.
- Become familiar with all background material provided when elected to the Board and to remain conversant with the major policies and activities of the Association.
- Be able to inform the membership about Board and/or Association activities.
- Absorb their own travel and lodging expenses when attending Board meetings and absorb any other expenses (such as postage and telephone) if they can do so without financial discomfort.
- The Board of Governors shall read the minutes from the Executive Committee's monthly conference calls and communicate relevant information to the committee chairs to whom they are the Liaisons.

SECTION II: COMMITTEES

A. GENERAL POLICIES AND INFORMATION FOR COMMITTEES

Committees are the lifeblood of the AMI. It is impossible for all the Association's activities to be carried out by the Officers, Board of Governors and Headquarters. The Association leadership must rely on volunteer members who commit their time and talents to serving the Association and thereby serving their profession.

Volunteering for committee service involves a decision to commit "x" hours per week to accomplish the duties and meet the Associations needs. Committee service involves communication with other committee members and the Board via an appointed liaison, and with AMI members, via periodic reports or newsletter articles. Finally, committee service involves conscientious adherence to deadlines.

Because of the importance of committee service, it is suggested that members should not serve on more than two committees simultaneously and that they may chair only one committee at a time. However, because each officer is relegated the duty of sitting on multiple committees, this suggestion is impossible to enforce. Therefore it is by permission from the Board Chair that a person may sit on more than two committees or chair more than one committee.

The incoming Chair of the Board appoints committee chairs immediately after the Annual Meeting. A few committees are restricted in number or have special requirements for members, but most can accept quite a few volunteers. The Chair of the Board can either appoint volunteers to the committee and so inform a committee Chair or can give the Chair a list of volunteers from which the committee can be staffed. The Chair of any committee is obligated to serve on the succeeding committee in an advisory capacity for the year following his or her term as Chair.

The general duty of any committee is to carry out the charges assigned by the Chair of the Board. If for any reason a committee is unable to fulfill a charge, the committee Chair must inform the Chair of the Board promptly so other arrangements can be made. If the Chair of

the Board discovers that a committee is not carrying out its charges, the committee Chair may be replaced.

Committees report formally to the Board twice a year. Each committee Chair submits progress reports 30 days prior to the Interim and Annual Board meeting. They may also contact the Board throughout the year by means of their appointed liaison. To facilitate the writing and dissemination of these reports, committee Chairs are sent notices and guidelines for their reports well in advance of the due date. One copy of the report is sent to the liaison and another to Headquarters. Headquarters will collect, organize and provide access to the reports for all Board members. If a committee report is not submitted by the deadline and a committee requests action by the Board, such action cannot be taken at the Board meeting. Timely report filing is very important to the continued efficiency and productivity of the Association.

Section XIV of this Manual contains the following sample forms for committees:

Reimbursement Voucher, p. 148
Motion Submission Form, p. 149
Budget Survey Form, p. 150
Board Report Form, p. 151

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SECTION III: OFFICERS OF THE BOARD OF GOVERNORS

#1000 Chair of the Board (CoB)

HISTORY

The CoB is a Board member elected by the members of the Board of Governors at its first meeting after the Annual Business Meeting. It is customary to elect the sitting Vice-Chair to this position. He or she acts as the Board's and the Association's chief elected officer. The CoB does not vote, except in the case of a tie. Although the term of office is one year, the CoB may be reelected as long as he or she remains on the Board. The CoB is automatically a member and Chair of the Executive Committee and is a member of the Long Range Planning (LRP) Committee. In order for a smooth transition, when the CoB serves as Chair in the fourth and final year of his/her Board term that person will serve an additional year as advisor to the Board in a non-voting capacity, and will also serve as an advisor to the Executive Committee, participating in all of its meetings and activities. This is not necessary when in the third year as Chair since that person will still be on the Board to help in the transition the following year. It is customary that the CoB, along with the Chair of the LRP committee will create charges from the long range planning committee meeting that takes place during the final day of the Interim Board Meeting. The LRP charges will then be made available to the BOG following the Interim Meeting along with the charges from the Interim Board Meeting.

INTERFACING

The CoB is responsible for maintaining an awareness of the entire Association. Traditionally, the Chair of the Board, President Elect, President and Immediate Past President work with the Nominating committee to choose the recipient of the Lifetime achievement award. Also, AMI officers, CoB and Vice Chair assist in nominating the recipient of the Brodel Award for Excellence in Education.

COMMITTEE MEMBERSHIP

Executive Committee
Long Range Planning Committee

GUIDELINES

Meetings:

Quorum: A majority of Governors shall constitute a quorum for any meeting of the Board.

Order of Business:

a. The order of business at the Annual Meeting shall be:

- (i) Call to order
- (ii) Reading of the minutes of the previous meeting
- (iii) Reports of Officers
- (iv) Reports of Committees; Standing and Special
- (v) Unfinished business
- (vi) New business
- (vii) Election of Officers and Governors
- (viii) Announcements
- (ix) Adjournment

- b. The order of business may be altered at any Annual or Special Meeting by a majority vote.

Committees:

The most important duties of the Chair of the Board revolve around the appointment of committee chairs. With the help of the President, the incoming Chair of the Board should line up as many potential candidates as possible, prior to the Annual Meeting. Once additional volunteers have been identified, both for new and continuing positions, appointments should be made as promptly as possible but definitely within 30 days of the Annual Meeting. Delay beyond this time frame seriously hinders the work of the Association for the upcoming year.

Because of the importance of committee service, it is suggested that members should not serve on more than two committees simultaneously and that they may chair only one committee at a time. However, because each officer is relegated the duty of sitting on multiple committees, this suggestion is impossible to enforce. Therefore it is only by permission from the Board Chair that a member may sit on more than two committees or chair more than one committee.

If it appears that a committee is not fulfilling its charge or if there seems to be a problem with a committee chair, the Chair of the Board must not hesitate to investigate the problem and if necessary appoint another chair. Again, the Association will not progress if problems are allowed to linger without resolution. A relatively simple method of keeping on top of this task is to utilize the Board liaison personnel and ask them for frequent reports on the committees under their purview.

Management Headquarters:

Equally important is contact with Headquarters, not only to ascertain that the Executive Director and staff are fulfilling their responsibilities, but also to ensure that they have accurate information to disseminate to members and nonmembers.

Protocol for management company selection:

The Chair of the Board directs the Chair of the Management Guidelines Committee to draft a request for proposal (RFP) outlining the management services requirements, and to obtain and evaluate competitive proposals from management companies. The Board or Executive Committee should then interview those companies considered acceptable by review of their proposals, and a decision should be made.

The management contract should be drafted between the Executive Committee and/or Chair of the Board and the management company of choice. The Board would have to officially approve the contract at its next scheduled meeting, or if timing is important, the Executive Committee should make an interim decision.

Protocol for creation and distribution of Charges:

The Secretary is to work with the Chair to establish Committee Charges and relevant Manual of Procedures updates to all Committee Chairs and Officers. It is the Executive Directors responsibility to disseminate the Committee Charges and relevant Manual of Procedures to all Committee Chairs and Officers electronically.

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Consult with President (1200) to identify Outstanding Service Award recipient(s). Discuss candidate(s) with Executive Committee (2100) at the Executive Committee meeting prior to the interim BOG meeting.
2. Inform Awards Committee (3100) of the name of the Outstanding Service Award recipient.
3. Work with Awards Committee (3100) to create certificates for all the past Board members for service.
4. Request reports from committees prior to Board meetings.
5. Review Committee Reports and Charges and set agenda for Annual BOG meeting.
6. Send each Board member a copy of the agenda prior to the Board meeting.
7. Set agenda and prepare for Executive Committee meeting and Finance Committee.
8. Establish date and location for the Interim Board Meeting.
9. Prepare a year-to-date report to be read to the membership during the Annual Business Meeting that summarizes the successes and achievements of the BOG.
10. Assist the Nominating Committee in choosing the recipients of the Lifetime Achievement Award and the Brodel Award for Excellence in Education.

ASAP following Annual Meeting

1. Immediately following the Annual Meeting, identify, evaluate, and select competent and dedicated committee chairs. Send letter to the new chairs recognizing them in their new role. This should occur within 30 days of the annual meeting.
2. Update Committee chart with assistance from Headquarters.
3. Establish charges by committee developed from Interim BOG meeting by April 15 and Annual BOG meeting by September 15. Refine existing charges if necessary.
4. Send a welcome letter and kit to incoming Board members with a description of board duties. Include in duties the requirement to read the monthly Executive Committee minutes so that Board Liaisons can timely inform committee Chairs of any new charges coming from each EC meeting. Include booklet entitled, "The ABCs of Parliamentary Procedure". Also include the minutes from the previous board meeting, EC meeting and charges from the annual meeting.
5. Publish letter to the website informing the membership of the new elected officers and board members.
6. Identify Board liaisons for all AMI committees and update Committee chart.
7. Send letter to student volunteers from the Annual Meeting thanking them for their support.

By the Interim Meeting – February

1. Request reports from committees prior to Board meetings.
2. Review Committee Reports and Charges to set agenda for interim BOG meeting.
3. Send each Board member a copy of the agenda prior to the Board meeting.
4. Set agenda and prepare for Executive Committee meeting and Finance Committee on the Friday afternoon prior to the Interim Meeting.
5. Set date and location for the Annual Board Meeting.

General Duties

1. Replace committee chairs unable to fulfill their charges in a timely and/or efficient manner.
2. Review the line item budget assigned to the position to ensure that total year-end expenditures do not exceed those budgeted for the Executive Committee and the position of Chair of the Board of Governors.
3. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect your roll as the CoB. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual committee report.
4. Conduct monthly EC teleconferences. Solicit agenda items and provide agendas prior to each call.
5. Call for special meetings of the Executive Committee and preside at these, or poll members of the Executive Committee when required.
6. Contact all committee liaisons to have them encourage all committee chairs to declare a vice chair for the committee by the annual meeting. The liaison should monitor these selections so that we achieve 100% success across the committees.
7. Serve as a member of the Long Range Planning Committee.
8. Preside at meetings of the Board and exercise general supervision over AMI activities.
9. Call special meetings of the Board when a request for such a meeting has met the requirements set in the Bylaws.
10. Sign special documents, such as corporate resolutions and contracts. Sign membership certificates.
11. Assist in the recording and dissemination of the Long Range Planning (LRP) meeting charges and minutes. These minutes are special in that they do not need Board approval as they are only recorded to enable and improve the dissemination of the information to various committees via the Immediate Past President who chairs the LRP committee. The charges are to be recorded with the assistance of the Secretary and the Chair of the Board and are to be distributed along with the BOG Charges to the appropriate committees. This is to obviate the loss of the proposals developed during the LRP meetings.
12. Arrange for the orientation of new BOG members. The orientation meeting should occur immediately prior to the new members' first interim meeting of the Board.
 - The purpose of the orientation is to:
 1. Educate new members about their responsibilities on the Board of Governors.
 2. Inform new members about issues which will be voted on at their first meeting.
 3. Explain how Board meetings are run.
 4. Explain how the Vice-chair is selected.
 5. Provide information about Board liaison responsibilities.

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#1100 Vice-Chair of the Board

HISTORY

The Vice-Chair of the Board is a Board member elected by the members of the Board of Governors at its first meeting after the Annual Business Meeting. It is customary (but not mandatory) for the Vice-Chair to succeed to Chair of the Board. Although the term of office is one year, the Vice-Chair may be re-elected as long as he or she remains on the Board. The Vice-Chair is automatically a member of the Executive Committee and Scholarship Committee, and the Chair of the Finance Committee.

INTERFACING

AMI officers, Chair of the Board and Vice-Chair of the Board assist in nominating the recipient of the Brodel Award for Excellence in Education.

COMMITTEE MEMBERSHIP

Finance Committee (chair)
Executive Committee

DUTIES

Paramount among the duties listed above is that of serving as Chair of the Association's Finance Committee. The Finance Committee is accountable for overseeing the preparation of the budget for the coming fiscal year and advises the Board of Governors on financial matters. It may seek professional counsel on matters of investments, audits etc. In addition, the Vice-Chair can be very helpful to the Chair in assisting with committee appointments, preparing agendas for the Board meetings and acting as timer during Board meetings.

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Work with the annual conference committees to ensure a smooth-running meeting that stays within budget.
2. Work closely with the Board Chair to create the agenda for the Annual Board meeting. The agenda is developed from each of the committee reports. This preparation and understanding of the agenda will ensure the Vice Chair's ability to create an agenda when they become Chair of the Board.

By the Interim Meeting – February

1. Work closely with the Chair of the board to create the agenda for the Interim Board meeting. The agenda is developed from each of the committee reports. This preparation and understanding of the agenda will ensure the Vice Chair's ability to create an agenda when they become Chair of the Board.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect your role as Vice Chair. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your

Interim or Annual committee report.

2. Review the charges against the budget line item #540-1100 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the Vice-Chair.
3. Serve as the Chair of the Finance Committee. Work with the Treasurer, Board Chair, and Executive Director to prepare an operating budget to present to the EC and Board for approval by January 1.
4. Work with the Treasurer, Board Chair, Meeting Planning Council (MPC) Chair, and Executive Director to prepare a meeting budget to present to the EC and Board for approval by January 1.
5. Serve as a member of the Executive Committee, meeting twice per year on location, usually at the Interim and Annual Meetings.
6. Participate in Executive Committee monthly conference calls.
7. Become familiar with the duties, responsibilities and activities of the Chair of the Board.
8. Act in place of the Chair of the Board, should the need arise.
9. Assist the Chair of the Board when requested.
10. Serve as a member of the Scholarship Committee.

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SECTION IV: OFFICERS OF THE ASSOCIATION

#1200 President

HISTORY

The President is a Professional member who is an elected Officer of the Association and, as such, is automatically a voting member of the Board of Governors. The President is also a member of the Executive Committee, Communications Editorial Council, the Meeting Planning Council and the Long Range Planning Committee. The President serves a year on the Board as President-Elect and assumes the office of President at the Annual Business Meeting following the year of his/her election. At the completion of the term of office, he or she serves an additional year on the Board as Immediate Past-President and on the Long Range Planning (LRP) Committee.

INTERFACING

Certain committees may request the assistance of the President throughout the year. It is essential that the President maintain regular contact with the Chair of the Board, the President-Elect and Headquarters. The President, President-elect and Immediate-Past President traditionally work with the Chair of the Nominating Committee to identify a candidate for President-elect for the next years meeting. The Chair of the Board, President Elect, President and Immediate Past President work with the Nominating and Awards committees to choose the recipient of the Lifetime achievement award. AMI officers, along with the Chair of the Board and Vice-Chair of the Board assist in nominating the recipient of the Brodel Award for Excellence in Education. And the Chair of the Board and the President both choose the recipient of the Outstanding Service Award.

COMMITTEE MEMBERSHIP

Executive Committee
Communications Editorial Council (Ad-hoc member)
Meeting Planning Council
Long Range Planning Committee

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Work with the Chair of the Board to select a recipient of the Outstanding Service Award.
2. Prepare an agenda for the Business Luncheon.
3. Work with the Chair of the Board and President-Elect to identify Members Forum Topics.

Immediately following the Annual meeting

1. Send a letter to meeting's First-timers, thanking them for participation and inviting them to continue to participate and volunteer at meetings in the future. A list of committees should be included with the letter, due by September 15.

2. The President shall send a letter of welcome to all new AMI members. The welcome letter should promote the AMI Annual Conference, the Mentor Program and the rewards of volunteer service.

By the Interim Meeting – February

1. Work with the Immediate Past-President and President-Elect to develop an agenda for the Long Range Planning Session on the last day of the Interim Board Meeting.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the role of President. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. During the Annual BOG Meeting, the Presidents shall make an effort to thank all the candidates balloted for election to the BOG and inform them of the mechanism by which it is determined who has been elected. The Executive Director shall close the polls one hour prior to the Business meeting. Once the results have been determined, the President shall inform the candidates that they can solicit the results pertaining to themselves from any of the three presidents. The purpose of this is to alleviate the anxiety felt by the candidates during the Business Meeting leading up to the announcement of election results.
3. Starting after the Interim BOG Meeting, the President 1200, President-elect 1300 and Immediate Past-president 1400 shall equally divide the list of AMI members who have not renewed their membership to the Association so that those members may be called. If there are more than 60 people to call they can solicit more volunteers to help call. The President is charged with keeping the EC informed of progress.
4. Review the charges against the budget line item #540-1200 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the position of President.
5. Participate in Executive Committee monthly conference calls.
6. Assist in the recording and dissemination of the Long Range Planning (LRP) meeting charges and minutes. These minutes are special in that they do not need Board approval and are only recorded to enable and improve the dissemination of the information to various committees via the Immediate Past-President who chairs the LRP committee. Furthermore, the charges are to be recorded with the assistance of the Secretary and the Chair of the Board and are to be forwarded to the Immediate Past-President to disseminate to the appropriate committees. This is to obviate the loss of the proposals developed during the LRP meetings.
7. Serve the membership as an advocate and representative to the Board.
8. Correspond with the membership throughout the year by means of the AMI News.

9. Compose a letter of welcome to all incoming members and a letter of thanks to all Sustaining members upon their membership renewal and sign the membership certificates for these persons and firms.
10. Cooperate with the Chair of the Board in the appointment of committee chairs and members and in preparing charges for the committees.
11. Assist the Chair of the Board in the resolution of any major problems that confront the AMI.
12. Cooperate with the Awards Committee to select candidates for the Brodel Award, Outstanding Service (OSA) Award, and Lifetime Achievement Award. Work directly with the Chair of the Board to choose up to two recipients of the OSA.
13. Work with the Journal of Biocommunications (JBC) Editorial Board to choose a recipient for the AMI Literary Award.
14. Prepare the evening agenda and preside as Master of Ceremonies over the Awards Banquet.
15. Sign all Award Certificates: Salon, Literary, Fellow, Membership, and outgoing Board. Assist with the Fellow Convocation Awards.
16. Cooperate with the nomination process by making personal phone calls to those who are being solicited to run for office or for the Board.
17. Assist any committee that may require help.
18. Prepare an agenda for, and preside over the AMI's Annual Business Meeting. Work with the Executive and Long Range Planning Committees to plan an agenda or select a speaker and preside over the Members Forum at the Annual Meeting.
19. Deliver an address to those present at AMI's Annual Meeting, traditionally at the Presidential Luncheon. Develop an agenda for the presidential luncheon.
20. Act as official spokesperson for the AMI, writing letters of condolence, acknowledgement and/or recognition.

Appendix 1

Business Lunch Agenda

MC President

- Welcome and Call to Order
- Quorum established
- Approval of Minutes

- Officers Reports
- Committee Reports
- Election results

- Bylaws Amendments
- Award Recognition
- 25 year Membership Award
 - Outstanding Service Award
 - Special Awards
- New Business
- Adjourn

Appendix 2

Awards Banquet Agenda

MC President

- Welcome and thank you
- Salon Awards
- New Fellows
- AMI Literary Award
- Vesalius Trust Scholarships
- Netter Award
- Brödel Award of Excellence in Education
- Lifetime Achievement Award
- Close

Appendix 3

Presidential Lunch Agenda

MC – Chair of the Board

- Welcome
- Introduction of the AMI President
- Presidential Address
- Passing the Gavel to President Elect
- New President Address
- Next Meeting Promo
- End Ceremony

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#1300 President-Elect

HISTORY

The President-Elect is a Professional member who is an elected Officer of the Association and, as such, is automatically a voting member of the Board of Governors. The President-Elect is also a member of the Executive Committee (EC) and the Long-Range Planning (LRP) Committee and the Nominating Committee. This person assumes office at the Annual Meeting immediately following election. The President-Elect succeeds to the Presidency at the next Annual Meeting and serves an additional year on the Board as Immediate Past-President and on the Long Range Planning Committee in the following year.

INTERFACING

It is essential that the President-Elect maintain communication on a regular basis with the President, the Chair of the Board and Headquarters in order to become familiar with all AMI activities, procedures and potential problems. The President, President-elect and Immediate-Past President traditionally work with the Chair of the Nominating Committee to identify a candidate for President-elect for the next years meeting. Furthermore the Chair of the Board, President Elect, President and Immediate Past President work with the Nominating committee to choose the recipient of the Lifetime achievement award. AMI officers, along with the Chair of the Board and Vice-Chair of the Board assist in nominating the recipient of the Brodel Award for Excellence in Education.

COMMITTEE MEMBERSHIP

Executive Committee
Nominating Committee
Long Range Planning Committee

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Work with the Chair of the Board and President to identify Members' Forum Topics.
2. Work with the President to prepare an agenda for the Business Luncheon.

By the Interim Meeting – February

1. As a member of the Long Range Planning Committee, work with the Immediate Past President and President to develop an agenda for the Long Range Planning Session on the Sunday ending the Interim Board Meeting.
2. As member of the Nominating Committee., work with the committee to develop candidates for President-Elect and the Board of Governors.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the role of President-Elect. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

2. During the Annual BOG Meeting, the Presidents shall make an effort to thank all the candidates balloted for election to the BOG and inform them of the mechanism by which it is determined who has been elected. The Executive Director shall close the polls one hour prior to the Business meeting. Once the results have been determined, the President shall inform the candidates that they can solicit the results pertaining to themselves from any of the three presidents. The purpose of this is to alleviate the anxiety felt by the candidates during the Business Meeting leading up to the announcement of election results.
3. Starting after the Interim BOG Meeting, the President 1200, President-elect 1300 and Immediate Past-president 1400 shall equally divide the list of AMI members who have not renewed their membership to the Association so that those members may be called. If there are more than 60 people to call they can solicit more volunteers to help call. The President is charged with keeping the EC informed of progress.
4. Participate in Executive Committee monthly conference calls.
5. Act in the place of the President, if the President is absent or unable to carry out duties.
6. Assist the President, the Chair of the Board, Headquarters or any committee when requested.
7. Assist in the recording and dissemination of the Long Range Planning (LRP) meeting charges and minutes. These minutes are special in that they do not need Board approval as they are only recorded to enable and improve the dissemination of the information to various committees via the Immediate Past President who chairs the LRP committee. Furthermore, the charges are to be recorded with the assistance of the Secretary and the Chair of the Board and are to be forwarded to the Immediate Past President to disseminate to the appropriate committees. This is to obviate the loss of the proposals developed during the LRP meetings.
8. Cooperate with the Awards Committee to assist in the selection of candidates for the Brodel Award, Outstanding Service (OSA) Award, and Lifetime Achievement Award. Work directly with the Chair of the Board to choose up to two recipients of the OSA.

Last Updated October 2009

#1400 Immediate Past President

HISTORY

The Immediate Past President is an elected Officer of the Association and, as such, is automatically a voting member of the Board of Governors and of the Long Range Planning Committee. He or she assumes this position immediately after passing the gavel to the former President-Elect at the Annual Meeting and serves one year in this capacity.

INTERFACING

The President, President-elect and Immediate-Past President traditionally work with the Chair of the Nominating Committee to identify a candidate for President-elect for the next years meeting. Furthermore the Chair of the Board, President Elect, President and Immediate Past President work with the Nominating committee to choose the recipient of the Lifetime achievement award. AMI officers, along with the Chair of the Board and Vice-Chair of the Board assist in nominating the recipient of the Brodel Award for Excellence in Education.

COMMITTEE MEMBERSHIP

- Executive Committee
- Nominating Committee
- Long Range Planning Committee (chair)
- Meeting Planning Council

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Follow up and provide continuity with previous LRP charges.

By the Interim Meeting – February

1. Work with Chair and Immediate Past-President to schedule and conduct the Long Range Planning meeting on the last day of the Interim Meeting.

General Duties

The Immediate Past-President can be invaluable in helping to educate incoming officers and Board members who need to be brought up to speed on AMI's activities, procedures and potential problems.

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the role of Immediate Past President. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. Communicate changes to the membership by letter and broadcast email.
3. Participate in Executive Committee monthly conference calls.

4. During the Annual BOG Meeting, the Presidents shall make an effort to thank all the candidates balloted for election to the BOG and inform them of the mechanism by which it is determined who has been elected. The Executive Director shall close the polls one hour prior to the Business meeting. Once the results have been determined, the President shall inform the candidates that they can solicit the results pertaining to themselves from any of the three presidents. The purpose of this is to alleviate the anxiety felt by the candidates during the Business Meeting leading up to the announcement of election results.
5. Starting after the Interim BOG Meeting, the President 1200, President-elect 1300 and Immediate Past-president 1400 shall equally divide the list of AMI members who have not renewed their membership to the Association so that those members may be called. If there are more than 60 people to call they can solicit more volunteers to help call. The President is charged with keeping the EC informed of progress.
6. Chair the Long Range Planning Committee, and keep the Plan updated, arranging for periodic review of the Plan by the Board of Governors.
7. Act as a senior advisor to the Board and the Association.
8. Edit and deliver to the appropriate committees the charges developed during the Interim Long Range Planning Meeting. These charges are recorded by the Chair of the Board in association with the Secretary and should be delivered to the Immediate Past-President following the Interim Meeting. The charges are to be recorded with the assistance of the Secretary and the Chair of the Board and are to be forwarded to the Immediate Past-President to disseminate to the appropriate committees. This is to obviate the loss of the proposals developed during the LRP meetings.

Last Updated October 2009

#1500 Secretary

HISTORY

The Secretary is a Professional member who is an elected Officer of the Association and as such, is automatically a voting member of the Board of Governors and the Executive Committee. He or she assumes office at the Annual Meeting immediately following election. The Secretary's term is four years. The Secretary may be re-elected for an additional term.

INTERFACING

The Secretary should maintain regular communication with the Chair of the Board and the Executive Director and may, with the Board's approval, transfer certain duties to Headquarters. AMI officers, along with the Chair of the Board and Vice-Chair of the Board assist in nominating the recipient of the Brodel Award for Excellence in Education.

COMMITTEE MEMBERSHIP

Executive Committee

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Work closely with the Chair of the Board to develop an agenda for the Annual Board Meeting. An agenda for the EC meeting on the evening before the Annual Meeting should be considered as well.
2. Ensure that Headquarters has mailed out a notice of the Annual Meeting at least 60 days prior to the Meeting.
3. Ensure that Headquarters has mailed out a notice of any special meetings at least 30 days prior to the Meeting.
4. Ensure that Headquarters mails out ballots for annual elections at least 30 days prior to the Annual Meeting.

By the Interim Meeting – February

1. Work closely with the Chair of the Board to develop an agenda for the Interim Board Meeting. An agenda for the EC meeting on the evening before the Interim Meeting should be considered as well.
2. Work closely with the Immediate Past-President to develop the agenda for the Long Range Planning Meeting.

General Duties

1. The Secretary assumes the responsibility of recording draft and final copy of all official Board meeting minutes. The Board meeting minutes should be forwarded to the outgoing and incoming Chairs no later than one month following the Annual Meeting.
2. The Secretary assumes responsibility for recording the minutes of the monthly Executive Committee (EC) teleconference. Minutes of the monthly EC teleconference should be completed and forwarded to members of EC within seven days of the teleconference. Once reviewed by the EC, the minutes should be

forwarded to the entire BOG.

3. The Secretary assumes responsibility for recording the minutes of the Annual Business Meeting and the minutes of the Long Range Planning Meeting. The Secretary also records the results of any Board of Governors votes that occur outside normal Board meetings, such as votes during teleconference or electronic.
4. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the role of Secretary. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
5. If an action is taken by the Board that warrants a change in the Manual of Procedures, notify Headquarters so that these changes can be incorporated into the Manual. Please carryout this duty following both BOG meetings.
6. Take minutes at all Board meetings and Executive Committee Meetings and Conference Calls. Record minutes for:
Annual Board Meeting
Annual Business Meeting Luncheon
Interim Board Meeting
Long Range Planning Meeting
Monthly Executive Committee Conference Calls
7. Record results of any Board votes outside of any normal Board meetings, such as electronic or teleconference votes.
8. Work with the Chair to establish Committee Charges and relevant Manual of Procedures updates to all Committee Chairs and Officers.
9. Participate in Executive Committee monthly conference calls.
10. Record the minutes of the Long Range Planning (LRP) meeting. These minutes are special in that they do not need Board approval and are recorded only to enable and improve the dissemination of the information to various committees via the Immediate Past-President who chairs the LRP committee. The charges are to be recorded with the assistance of the Secretary and the Chair of the Board and are to be distributed along with the BOG Charges to the appropriate committees. This is to obviate the loss of the proposals developed during the LRP meetings.
11. Ensure that Headquarters has mailed out a notice of the Annual Meeting at least 60 days prior to the meeting and notice of any Special Meetings at least 30 days prior to the meeting. Ensure that Headquarters mails out ballots for the annual elections at least 30 days prior to the Annual Meeting.
12. Record the Minutes of all meetings of the Executive Committee, the Board of Governors and the Annual Business Meetings concurrent with the Executive Director.
13. Review and edit the list of Motions and Actions.
14. Transfer to the Archives Committee, at the end of the term of office, all outdated reports, correspondence, etc.
15. Sign any official documents, such as corporate resolutions and contracts.
16. Assume the duties of the Treasurer, in the event that these cannot be carried out, until a successor can be appointed or elected.
17. Minutes of the monthly Executive Committee teleconference should be completed and forwarded to members of the Executive Committee within seven days of the teleconference.

18. Upon approval of the Executive Committee, minutes of the monthly Executive Committee teleconference should be forwarded to the Board of Governors

Last Updated October 2009

#1600 Treasurer

HISTORY

The Treasurer is a Professional member who is an elected officer of the Association and, as such, is automatically a voting member of the Board of Governors and the Executive Committee as well as the Finance Committee. He or she assumes office at the Annual Meeting immediately following election and serves for four years. The Treasurer may be elected to an additional term.

INTERFACING

AMI officers, along with the Chair of the Board and Vice-Chair of the Board assist in nominating the recipient of the Brodel Award for Excellence in Education.

COMMITTEE MEMBERSHIP

Executive Committee

GUIDELINES

The Treasurer can and should seek the help of qualified advisors when planning to invest AMI funds and may consult with Certified Public Accountants, investment and financial planners, banks, etc., as well as the Executive Director and the AMI Finance Committee to determine the best financial procedures for the Association.

The budget for the succeeding fiscal year should be prepared for the Board's review at the AMI Annual Meeting. Any necessary changes should be made immediately following that Meeting and the Budget then approved by both the Finance Committee and the Executive Committee. The approved Budget should be posted publicly with the Minutes of the Board Meeting and sent to the Editor of the AMI News for publication to the membership.

Protocol for management company selection:

The Chair of the Board directs the Chair of the Management Guidelines Committee to draft a request for proposal (RFP) outlining the management services requirements, and to obtain and evaluate competitive proposals from management companies. The Board or Executive Committee should then interview those companies considered acceptable by review of their proposals, and a decision should be made.

The management contract should be drafted between the Executive Committee and/or Chair of the Board and the management company of choice. The Board would have to officially approve the contract at its next scheduled meeting, or if timing is important, the Executive Committee should make an interim decision.

Note: The composition of the Management Guidelines committee is composed of two members appointed by the Chair of the Board. However, when the need arises (as when selecting a new management firm) the number of members is expanded and usually includes the Association's Treasurer.

TIMELINE OF DUTIES

By the Annual Meeting – July

1. 90 days prior to Annual Meeting

Mail budget questionnaires to all officers, committee chairs, editors and the Executive Director. These are to be returned to Headquarters as least 60 days before the Annual Meeting. The questionnaires will contain and request the following information:

1. Expenditure to date- The Executive Director will supply this information on the form from Headquarters' records. It should be verified by the committee chair.
 2. Anticipated expenses required to complete duties and responsibilities remaining within the fiscal year.
 3. Estimated expenses for the next fiscal year
2. 30 days prior to Annual Meeting
Request from the Membership Chair the number of membership applicants and their categories.
 3. 30 days prior to Annual Meeting
Request the following information from the Executive Director:
 - a. 1. Current treasury balance in all accounts
 - b. 2. Income for current year from all sources
 - c. 3. List by categories of all paid membership totals
 - d. 4. Itemized expenses for current year to date
 - e.
 4. Work with the Finance Committee to formulate a thorough financial report for the annual business meeting luncheon.

During the Annual Board Meeting

1. Request Board action on all budget requests at the time of officer and committee reports.
2. List all requests for funds not covered in Annual Reports for future budgetary actions.

Immediately following the Annual Meeting

1. Work with the Executive Director to send the Committee Chairs budget request forms by Sept. 1.
2. 30 days after the Annual Meeting - Prepare a revised and final budget based upon Board actions and data from the Executive Director. Direct Headquarters to mail the completed budget to the Board of Governors for approval and upon approval, to the newsletter Editor to be included with the Minutes of the Annual Meeting in the appropriate issue of the AMI News.

By the Interim Meeting – February

1. Work with the Finance Committee Chair, Board Chair, Vice Chair, and Executive Director to prepare a fiscal budget to present to the EC and Board for approval by January 1 to be approved by the BOG at the Interim meeting.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the role of Treasurer. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. Work with the Executive Director to monitor all financial accounts and investments, and report any areas of concern to the Executive Committee on a monthly basis.
3. Participate in Executive Committee monthly conference calls.
3. Oversee all financial business of AMI as conducted through the office of the Executive Director.
4. Countersign all checks in excess of \$5,000.
5. Ensure that all State and Federal tax reports and similar documents are filed in an accurate and timely manner.
6. Ensure that annual dues notices are sent in a timely manner. Acquire a list of those members in default on dues and report such to the Board of Governors at Interim and Annual Meetings.
7. Review monthly, quarterly and annual financial statements.
8. Sign official documents, such as corporate resolutions.
9. Ensure that questionnaires detailing future budget requirements are sent to all officers, committee chairs, editors and the Executive Director. (See Timelines below)
10. Advise the Board of Governors in financial matters. (See guideline above*)
11. Note all actions by the Board for which the expenditure of funds has been approved.
12. Prepare, with the help of the Finance Committee and Headquarters, a budget for each fiscal year and revise that budget as necessary.
13. Send to the Archives Committee, at the end of the term of offices all correspondence, outdated reports, etc.

Last Updated October 2009

#1700 Parliamentarian

HISTORY

The Office of Parliamentarian was established in 1972.

COMPOSITION

The outgoing Board Chair traditionally fills the Parliamentarian position. There is no specified term of office, so the Parliamentarian may be re-appointed as necessary. In the year after serving as the Chair of the Board, the former chair will serve an additional year as advisor to the Board in a non-voting capacity and will also serve as an advisor to the EC, and if possible, participating in all of its meetings and activities.

DUTIES

1. The Parliamentarian interprets the Bylaws and the rules in this Manual to the Board and others as needed and advises the Board of proper parliamentary procedure. Therefore, if not already so, the Parliamentarian needs to become familiar with "Robert's Rules of Order", the Bylaws and the Manual of Procedures.
2. The Parliamentarian should be available to the Chair of the Board during Board meetings and to the President during the Annual Business Meeting. The Parliamentarian is not a voting member of the Board, but is expected to offer advice on the work of the Association and the conduct of its business.
3. Participate in Executive Committee Conference calls.
4. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the role of Parliamentarian. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Association of Medical Illustrators Manual of Procedures

Last Updated October 2009

SECTION V: ADMINISTRATIVE & BUSINESS OPERATIONS

Last Updated October 2009

#2000 Executive Director

HISTORY

The AMI was managed by and with member volunteers until the mid 1970's (?), at which point the tasks and work product became too large and burdensome to expect these volunteers to do well, perform on time and willingly. At that time, the Board of Governors decided it would be prudent to use the services of an association management company to perform the everyday tasks of association administrative and business services.

COMPOSITION

The Executive Director, AMI Headquarters, AMI Headquarters Director of Meetings

PROTOCOL FOR MANAGEMENT COMPANY SELECTION:

The Chair of the Board directs the Chair of the Management Guidelines Committee to draft a request for proposal (RFP) outlining the management services requirements, and to obtain and evaluate competitive proposals from management companies. The Board or Executive Committee would then interview those companies considered acceptable by their proposals, and a decision would be made.

The management company of choice and the Executive Committee or Chair of the Board would usually draft the management contract. The Board would have to officially approve the contract at its next scheduled meeting, or, if timing is important, the Executive Committee would make an interim decision.

DUTIES

The Executive Director and corollary staff, by the terms specified by the management contract, are to capably manage the administrative and business affairs of the AMI including: communications "central", information processing, Board of Governors and committee/task force staff liaison and support services, member products and services management, meeting planning and management, and publications production and distribution.

The management contract usually specifies that the Executive Director is chiefly responsible to the Board of Governors for the effective, productive and profitable management of the association's business and administrative services, including staffing and staff management.

The effective contract with the current association management company has a more detailed outline of specific duties as required by the terms of that contract. It is available for AMI Officers and the Board.

PROCEDURE TO UPDATE THE MANUAL OF PROCEDURES

- The MoP committee Chair should maintain the original version created in Microsoft Word. The Executive Director should also maintain an original copy.
- All MoP copies sent to any other members shall be in pdf format.
- After each meeting of the Board of Governors, the MoP committee Chair should obtain the list of actions with implications for the MoP from the Executive Director.
- The MoP committee Chair will incorporate these changes into the fabric of the committee entry. If they replace current committee procedures, those will be deleted.

- The MoP committee Chair will contact the Board Chair and/or liaison if there seems to be a conflict with existing information, thus assuring that extraneous and possibly confusing information is flushed out.
- The MoP committee Chair will submit the updated MoP to Headquarters for distribution to the Board and appropriate committee chairs.

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Input changes to existing Manual of Procedures. Secretary, has been charged to notify ED following each Board Meeting if Board action warrants changes. In addition, work with Chair (1000), Vice-Chair (1100), Manual of Procedures (2700) to facilitate these changes.
2. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the role of the Executive Director. If there are updates to the Manual entry, submit this in electronic form to Chair of the Manual of Procedures Committee in time with the request for Interim or Annual Board Meeting committee reports.
3. Collect ballot information and present to the EC for review/approval
4. Solicit electronic Board reports from all officers, committee chairs and staff persons.
5. Schedule and provide the means for the execution of the Executive Committee teleconference meetings.

By the Interim Meeting – February

1. Send the Committee Charges and relevant Manual of Procedures to all Committee Chairs and Officers electronically.
2. Send the new Board members and officers a copy of the condensed Robert's Rules of Order booklet entitled, "The ABCs of Parliamentary Procedure" to help orient them to the ways we conduct our meetings.

General Duties

AMI Headquarters

1. Set up Executive Committee conference-call meetings for 60-120 minute periods each, for the fourth Wednesday of each month. Work with Board Chair to send notice to all Executive Committee members of these calls, with the access numbers indicated.
2. Participate in Executive Committee monthly conference calls.
3. E-mail the Board Chair/Secretary-approved monthly Executive Committee conference call meetings' minutes to Executive Committee members for final approval before distributing the minutes to all officers, directors and appropriate staff.

4. Work with President to recognize and follow up with new Annual Conference attendees.
5. File approved minutes from February Interim Board meeting.
6. Present Interim Board Meeting venue options to the Executive Committee.
7. File approved Executive Committee minutes.
8. Confirm all new Professional members are entered into Member Database.
9. Send the Committee Charges and relevant Manual of Procedures to all Committee Chairs and Officers electronically.

AMI Headquarters Director of Meetings

1. The Director of Meetings is to maintain fiscal responsibility for the financial outcome of the annual meetings. The Meeting Coordinator is expected to achieve an overall annual meeting net profit equal to or exceeding that which has been budgeted for the year. These expectations are to be reinforced by the National Meeting Planning Council Committee Chair.
2. Work closely with the Workshop Chair and the Meeting Coordinator and Annual Conference Planning Council to explore more profitable structures for workshops. Evaluate workshops and consider ways to increase demand/reduce costs. Consider a needs assessment among members to determine appropriate workshop content.
3. Work with Finance committee to submit a proposed budget for each Annual Meeting by the Interim Board Meeting in February.

AMI Headquarters

1. Conduct a monthly review and proofreading of the AMI website, and verify the functionality of all website links.
2. Gather and send by post all electronic communication to members who receive printed copies of the AMI News.
3. Send email alert when new AMI News is posted.
4. Date each document posted on the web as Board backup.
5. Ensure the electronic AMI Directory/Handbook is updated, maintained and available for member download.
6. Proofread and edit the total content of each AMI newsletter prior to publishing.
7. Send quarterly statements of the investment accounts to the Executive Committee by the end of March, June, September and December. This is typically included monthly with the financial statements.
8. Ensure that all statements concerning tax deduction guidelines for contributions are on all dues invoices.
9. Mail monthly financial reports to Finance Committee for review.
10. Continue to streamline the budget reports to reflect an easily readable format that facilitates a comparative analysis over a 5-year period.

11. Inform all committee chairs with active budgets their current balance each quarter and a detailed summary of the expenditures incurred for the year to date.

TIMELINE OF DUTIES BY DATE

September

- 9-11 Fiscal Year (FY) Task Checklist to Chair of the Board
- 9-11 August financials to Finance Committee
- 9-21 Confirm all new members, effective 8-1
- 9-25 All AMI invoices reconciled and paid
- 9-30 Thank you letters to AMI Annual Meeting providers/suppliers
- 9-30 Thank you letters to all AMI Annual Meeting faculty
- 9-30 August BOG draft of Minutes to Officers
- 9-30 Final approved FY Budget to BOG and committee chairs

October

- 10-1 February and August BOG resource books and Minutes to AMI archives
- 10-1 Distribute orientation letters, forms, and AMI Manual of Procedures to new BOG members and letters to old BOG members
- 10-12 September financials to Finance Committee
- 10-12 September activity report to BOG
- 10-15 Committee chairs' charges completed
- 10-15 Final August BOG Minutes/Actions to BOG
- 10-15 Final FY financials to CPA
- 10-15 FY IRS tax materials to CPA
- 10-20 Letters of appreciation to previous leadership
- 10-26 Committee chair confirmations, charges, information packets mailed
- 10-31 Plaque requests for retiring BOG members, Chair and President

November

- 11-1 Annual dues invoices #1 mailed to all members
- 11-1 Send directory update sheet to all members with invoices
- 11-12 October financials to Finance Committee
- 11-12 October activity report to BOG
- 11-16 Committee chair/officer/BOG liaison report reminder notice #1 and forms for Interim Meeting mailed

December

- 12-1 Annual dues invoices #2 mailed to all members with balances
- 12-12 November financials to Finance Committee
- 12-12 November activity report to BOG
- 12-16 Committee chair/officer/BOG liaison report reminder notice #2 for Interim Meeting mailed

January

- 1-4 Annual dues invoices #3 (FINAL) mailed to all members with balances
- 1-13 Committee chair and officers reports due at HDQ
- 1-13 December financials to Finance committee
- 1-13 December activity report to BOG
- 1-22 BOG resource books for Interim Meeting distributed to BOG
- 1-31 Directory update sheets and dues deadline

1-31 Transfer all delinquent members to former member category

February

2-15 Convene Interim BOG Meeting
2-12 January financials to Finance Committee
2-12 BOG members report to HQ about lapsed member statuses

March

3-12 February financials to Finance committee
3-12 February activity report to BOG
3-15 Send Annual Meeting speaker confirmation packets to all

April

4-13 March financials to Finance committee
4-13 March activity report to BOG
4-16 Committee/Chair/BOG liaison report reminder notice #1 for Annual Meeting mailed

May

5-3 Send next FY Budget worksheets to Officers and Committee Chairs
5-12 April financials to Finance committee
5-12 April activity report to BOG

June

6-1 Confer with BOG Chair/Vice-chair re: committee appointments and charges for next years' Annual Meeting and for all committees, councils and task forces
6-10 Gather nominating committee slate and platforms from President-elect and Board candidates with messages from the President for upcoming Election issue of AMI News
6-11 May financials to Finance committee
6-11 May activity report to BOG
6-21 Committee chair/officer/BOG liaison report reminder notice #2 and forms for August Meeting mailed
6-25 Election issue of AMI News mailed to all

July

7-12 Committee chair/officer/BOG liaison report reminder notice #3 with guidelines for August Meeting mailed
7-13 June financials to Finance committee
7-13 June activity report to BOG
7-20 AMI-accredited school fee invoices mailed, due 9-1
7-25 BOG resource books for August meeting distributed to BOG
7-31 Committee chair/officer reports due at HQ

August

8-1 Convene August Board of Governors meeting
8-12 July financials to Finance committee
8-12 July activity report to BOG

Last Updated October 2009

#2100 Executive

HISTORY

This is a Standing Committee as defined by the Bylaws.

COMPOSITION

It consists of the Chair of the Board (who is the Committee Chair), Vice-chair, President, President-Elect, Immediate Past-President, Secretary and Treasurer. The Executive Director is an ex-officio (non-voting) member of the Executive Committee.

DUTIES

The Executive Committee meets at least twice annually, the evening before the Interim and Annual Board meetings to establish and confirm the agenda and to discuss any pending matters. In addition, the Executive Committee meets by mail, fax and/or telephone to consult on any urgent matters when it is inadvisable or inconvenient to correspond with or contact the whole Board. It also confers to handle any items delegated to it by the Board of Governors. The Board may delegate to the Executive Committee all of its powers except the right to elect members to the Association or to spend money or dispose of property. The Executive Committee reports its actions to the Board for ratification.

- The Executive Committee shall meet monthly for a conference on dates set and agreed to by the Board of Governors. The purpose of this meeting is to discuss ongoing new and old business of the AMI. This meeting can be accomplished via a conferencing modality such as phone, Skype or other online service. The proceedings of this meeting will be recorded by the Secretary, and the minutes published to the membership upon approval of said minutes at the biannual meeting of the Board of Governors.
- The Board of Governors shall read the minutes from the Executive Committee's monthly conference calls and communicate relevant information to the committee chairs to whom they are the Liaisons.

Protocol for management company selection:

The Chair of the Board directs the Chair of the Management Guidelines Committee to draft a request for proposal (RFP) outlining the management services requirements, and to obtain and evaluate competitive proposals from management companies. The Board or Executive Committee would then interview those companies considered acceptable by their proposals, and a decision would be made.

The management company of choice and the Executive Committee and/or Chair of the Board should draft the management contract. The Board would have to officially approve the contract at its next scheduled meeting, or, if timing is important, the Executive Committee would make an interim decision.

TIMELINE OF DUTIES

By The Annual Meeting – July

1. Set an agenda for the Executive Committee meeting to be held the evening before the Annual meeting.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

By The Interim Meeting – February

1. Work with the Finance Committee Chair, and Executive Director to prepare a fiscal **operating** budget to present to the EC and Board for approval by January 1 to be approved by the BOG at the Interim meeting.
2. Work with the Finance Committee Chair and Executive Director to prepare a **Meeting** budget to present to the EC and Board for approval by January 1 to be approved by the BOG at the Interim meeting.
3. Set an agenda for the Executive Committee meeting to be held the evening before the Interim meeting.

General Duties

1. Participate in/chair Executive Committee monthly conference calls.
2. Inform the BOG to read the EC minutes as soon as they are made available.
3. Invite the Meeting Planning Council Chair to be included at the beginning of all EC calls leading to the annual meeting of the following year.
4. Prior to each EC conference call, set the agenda for the meetings at a minimum of one day in advance. Two days prior to the conference call, request agenda items from the EC.
5. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Last Updated October 2009

#2200 Finance

HISTORY

This was established as a Standing Committee in 1980

COMPOSITION

The Finance Committee is composed of the Vice-chair of the Board (who acts as Chair of the Committee), a voting member of the AMI (a past Treasurer or Finance Chairman is desirable), the Treasurer and the Executive Director.

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Prepare a finance report to be read to the membership during the Annual Business Meeting.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

By the Interim Meeting – February

1. Work with the Board Chair, Vice Chair, and Executive Director to prepare an operating budget to present to the EC and Board for approval by January 1 to be approved by the BOG at the Interim meeting.
2. Work with the Board Chair, Vice Chair, and Executive Director to prepare a **Meeting** budget to present to the EC and Board for approval by January 1 to be approved by the BOG at the Interim meeting.
3. Work with the Executive Director to send budget requests to all committees for the following year's operating budget by September 1.

General Duties

1. The Finance Committee is accountable for overseeing the preparation of the budgets for the coming fiscal year and advises the Board of Governors on financial matters. It may seek professional counsel on matters of investments, audits etc. The Finance Committee shall accumulate historical data on the AMI dues structure and assess the need for dues increases every 3-5 years
2. It is the duty of the Finance Committee to ensure that the approved Budget is printed in the first available newsletter after the start of the new fiscal year.
3. Review this year's annual budget with the committee to thoroughly understand the Association's financial operations.
4. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for

this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Last Updated October 2009

#2300 Long Range Planning

HISTORY

This committee was established in 1981. Because of a lack of action on the part of the original constituents (see below) in the mid-1980s, the Board of Governors began to take a more active role in the formation of a Long Range Plan for the Association. The Executive Committee first drew up a "skeleton" plan in 1984 and the Board approved this. A more comprehensive plan was devised at the Interim Board meeting in 1986 and this, in turn, was updated in 1988. A two-day Retreat Meeting, including key committee chairs, was held in 1990 to make the Plan as comprehensive as possible.

COMPOSITION

The Immediate Past President serves as Chair with the President-elect, Past President, Past Chair, Chairman BOG, Vice Chair BOG, Finance Committee representative, and the Executive Director making up the membership of the committee. The planning sessions of this committee are traditionally held at Interim Board Meetings and involve the entire Board. They may include committee chairs and/or paid consultants and facilitators if warranted.

INTERFACING

It will be the role of the current BOG to establish a strategic plan for the current year's subject area, and to charge the Committee to create an action plan to implement the strategies being discussed at the LRP session.

MISSION

The Committee is charged with the constant revision of the Association's Long Range Plan. The Long Range Planning Process is used to generate, modify, or revise our Association's Long-Range Plan. It is important to focus the discussion on setting long-term goals that will serve to advance and enhance our Association and its stated Mission.

TIMELINE OF DUTIES

By the Annual Meeting – July

1. Ensure the dissemination and proper implementation of the charges and minutes developed at the February Interim BOG meeting LRP session.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

By the Interim Meeting – February

1. Work with the Board Chair, Vice Chair, and Executive Director and past AMI presidents to prepare an agenda for the LRP session on the Sunday ending the AMI Interim Board Meeting.

2. Review the new long-range planning component of all the committee board reports to derive agenda for the interim meeting session.
3. If needed poll the membership, committee chairs, and / or BOG to derive a consensus for assessing or establishing goals for the Long Range Plan

After the Interim Meeting – February

1. Edit and deliver to the appropriate committees the charges developed during the Interim Long Range Planning Meeting. These charges are recorded by the Chair of the Board in association with the Secretary and should be delivered to the Immediate Past-President following the Interim Meeting. The charges are to be recorded with the assistance of the Secretary and the Chair of the Board and are to be distributed along with the BOG Charges to the appropriate committees. This is to obviate the loss of the proposals developed during the LRP meetings.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. The Chair of the Board will write the Long Range Planning charges with assistance of the BOG during the LRP meeting. The Long Range Planning (LRP) charges will then be included with the Interim BOG charges.
3. LRP will follow-up with the committee chairs in assuring completion/follow through.
4. Prepare an agenda for the planning session of the Board at the Interim Board Meeting.
5. Call to the attention of the Board any major failure to meet the goals of the Plan.
6. Provide updates of the Plan to the membership, via the newsletter or separate mailings.

GUIDELINES OF ESTABLISHED PROTOCOL

The five cyclical subject areas and the current appointed calendar year:

- 2008 Global strategic planning
- 2009 Internal Communication
- 2010 Public Relations and External Communications
- 2011 Member Services
- 2012 Competency and Professionalism

Last Updated October 2009

#2400 Management Guidelines

HISTORY

This committee was established in 1981

COMPOSITION

Usually, this committee is composed of two members appointed by the Chair of the Board. However, when the need arises (as when selecting a new management firm) the number of members is expanded and usually includes the Association's Treasurer.

INTERFACING

With the Executive director, Headquarters, Chair of the Board and other officers, Board members or committee chairs as necessary.

GUIDELINES

Protocol for management company selection:

The Chair of the Board directs the Chair of the Management Guidelines Committee to draft a request for proposal (RFP) outlining the management services requirements, and to obtain and evaluate competitive proposals from management companies. The Board or Executive Committee would then interview those companies considered acceptable by their proposals, and a decision would be made.

The management company of choice and the Executive Committee and/or Chair of the Board should draft the management contract. The Board would have to officially approve the contract at its next scheduled meeting, or, if timing is important, the Executive Committee would make an interim decision.

The committee chair should obtain a copy of contract between the AMI and the current association management firm.

TIMELINE OF DUTIES

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next year's operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Work with Board Chair to establish and maintain criteria upon which the effectiveness of AMI Headquarters management is to be evaluated. Investigate management company data to determine membership's needs/wants from management.
2. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

3. Evaluate and update the duties and performance of the AMI's management firm, as necessary.
4. When necessary, seek out, interview and receive proposals from new management firms.

Last Updated October 2009

#2500 Archives

HISTORY

Muriel McLatchie Miller, a Charter member and Director of the School of Medical Illustration at The Massachusetts General Hospital in Boston, started the Archives as the Association took form.

Bill Stenstrom became Archivist from 1963-1965 and the Archives Committee was established in 1964 for the purpose of collecting all items, documents photos, etc. pertaining to the AMI which might be of historical value. Edith Tagrin, Ms Miller's associate at the time, kept the Archives at Mass General until space ran out. The Archives were then transferred to the Central Office and moved from Boston to Chicago to California and, in 1982, to Virginia, where Peggy Henry, then Executive Director, stored them in her home/office and garage. In 1982, Dave Williams became Chair of the committee and transferred the Archives to The Purdue University School of Veterinary Medicine in Indiana.

The collection has grown over the years at a rate of one to two cubic feet per year to the current twenty-eight record center boxes. It became virtually impossible for one individual volunteer to adequately care for the Archives. Therefore, the Board, under advisement of an ad hoc committee, approved a three-year proposal for the transfer and maintenance of the AMI Archives to the Dorothy Carpenter Medical Archives at the Coy C. Carpenter Library at The Bowman Gray School of Medicine of Wake Forest University, in Winston-Salem, NC. The cost of a professional Archivist is supported by AMI general funds as well a matching grant from the Vesalius Trust. The materials were transferred in February, 1995, and are currently undergoing cataloging, preservation and management.

COMPOSITION

Dianne Johnson, AMI Archivist
Dorothy Carpenter Medical Archives Tel: 336-716-3690
Wake Forest University School of Medicine Fax: 336-716-2186
Medical Center Boulevard Email: [dyjohnso@wfubmc.edu](mailto:djohnso@wfubmc.edu)
Winston-Salem, NC 27157-1069

HOURS

The Archives is open to the public for research from 9:00 a.m. until 4:00 p.m., Monday through Friday. Patrons are encouraged to call the Archives before visits.

TIMELINE OF DUTIES

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. Catalog inventory.
3. The JBC "Gallery" Editor, upon receipt of the Salon award winners' images each year from the AMI Archives, is to select the images to be printed. Copy them for publication and return the originals without delay, if required, to the Archivist.
4. Develop a proposal for digitizing much of the contents of the AMI Archival Database.
5. The AMI officers, directors and committee chairs are to be reminded to send items of historical value to the Archivist each year as requested by the Manual of Procedures in the Archives section.
6. Review the charges against the budget line item #540-2500 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the Archives.
7. The archivist reviews, organizes and preserves any submitted materials. Damaged pieces are cleaned, placed in alkaline folders and cataloged.
8. Develop and maintain a topics/content list for the AMI website to facilitate searches for AMI members and other researchers who wish to access to the collection.
9. New materials representing ongoing activities of the Association will be received by the archivist from AMI Headquarters, directly from committees and from individual members.
10. The committee Chair will be available to assist the Archivist in answering questions or finding out more information needed in pursuing the above duties.

Last Updated October 2009

#2600 Bylaws/Governance

HISTORY

The Bylaws Committee is an outgrowth of the Amendments Committee, which was established in 1958. It is not necessarily active on a continuing basis, but is activated when the Board or the membership perceives a need to alter the existing Bylaws.

COMPOSITION

Three or more voting members.

TIMELINE OF DUTIES

By the Annual Meeting - July

1. Review annual election ballot to be certain candidates and procedure follow Bylaws mandate. Remind Headquarters, Chair of the Board of Governors, Secretary, and President of voting requirements regarding amendments to Bylaws. (51% of Professional members must vote when the ballot is written. Any vote to amend the Bylaws must be approved by a 2/3 majority of the ballots cast.)

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

By the Interim Meeting - February

1. Record any amendments to the Bylaws that are approved by the membership. Ensure that correct revisions of the Bylaws (if appropriate) are published in the online AMI Member Handbook.
2. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

General Duties

1. The Bylaws Committee accepts recommendations from the Board of Governors and/or the membership concerning possible changes in the Bylaws. It processes these changes into acceptable context, has them reviewed by the Chair of the Board and the Secretary, then submits them to the Board. If and when the Board approves the new amendments, the Bylaws committee is responsible for ensuring that Headquarters sends a correctly worded ballot to all voting members of the AMI. The committee must ensure that the procedures stipulated in Article XIV of the current Bylaws are followed.

2. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Last Updated October 2009

#2700 Manual of Procedures (MoP)

HISTORY

The committee was established in a 1982 when the original MoP was finally written and approved. At that time, the MoP was compiled and written by the Parliamentarian. In 1983, the Board decreed that the updating of the Manual fell into the realm of the Corresponding Secretary. Most revisions and additions from 1984 onwards were done by the Executive Director and in an attempt to make the Standing Rules more accessible and comprehensible, they and their corresponding committees were re-numbered.

In 1988 the Manual was revised and updated by the MoP committee. In 1990 the Executive Director updated the MoP to conform to modern association format.

The Executive Director, Margaret Henry, wrote a new tentative outline, including general information and a list of supplementary documents, a regrouping of committees to consolidate some and suggest others, a basic format for each committee guideline, and twenty-one of the committee entries. In 1992, the AMI Secretary, Delilah Cohn, was appointed to Chair the Manual of Procedures Committee to complete the MoP. A first draft, updating the twenty-one entries and including newly written entries for the rest, was submitted to the Board at the Interim Board Meeting in January of 1994. A final draft was submitted in August 1994 and the final Manual was submitted to Headquarters in June 1995 for distribution to the Board and Officers and individual entries to committee Chairs.

The new Manual of Procedures is a change from the old Manual which had Board/committee responsibilities in one section and "Standing Rules", a chronological compilation of all motion changes made to each committee, in another section, making it very difficult to use effectively. The new Manual eliminates the Standing Rules. Each officer and committee entry is complete in itself. All changes made by motions or charges are incorporated directly into the entry.

The MoP was again updated in July of 2004. In January of 2009 the MoP was reformatted and revised to reflect the current duties of the Officers and Committees of the Association. The primary reformatting was to include a timeline related to the annual and interim meetings so that a continuance of duties was established to ensure consistent leadership within the AMI.

COMPOSITION

One person to chair the committee who has a decent working knowledge of the AMI. This person should be able to write in a clear and uncluttered style. Other committee members may include the Vice-chair of the Board, the Executive Director and the Director of Meetings to help with policy and meeting portions of the Manual. The Secretary should be the Board liaison, since this person hears and records all changes made in committee charges.

INTERFACING

The committee interfaces with the Executive Director, and all officers and committee chairs as needed.

PURPOSE & STANDARDS

The basic purpose of this Manual is to provide the Board, Officers, committee Chairs and Headquarters with a uniform set of policies and procedures for the Association. In addition, the Manual, with its supplements, should provide a complete "how-to" reference for incoming Officers and Chairs and others involved in AMI activities. In order to encourage volunteers, ease their transition and increase their efficiency and performance, the Manual must be in an easily accessible format. Individual entries should be easily removed for copying or replacing with updated versions.

- updated promptly and accurately
- written clearly
- designed for easy readability and reference
- include a table of contents and numbered pages
- available to all who need it

PROCEDURE TO UPDATE THE MoP

- The MoP committee Chair should maintain the original version created in Microsoft Word. The Executive Director should also maintain an original copy.
- All MoP copies sent to any other members shall be in pdf format.
- After each meeting of the Board of Governors, the MoP committee Chair should obtain the list of actions with implications for the MoP from the Executive Director.
- The MoP committee Chair will incorporate these changes into the fabric of the committee entry. If they replace current committee procedures, those will be deleted.
- The MoP committee Chair will contact the Board Chair and/or liaison if there seems to be a conflict with existing information, thus assuring that extraneous and possibly confusing information is flushed out.
- The MoP committee Chair will submit the updated MoP to Headquarters for distribution to the Board and appropriate committee chairs.

TIMELINE OF DUTIES

Changes should be made within three weeks of a Board meeting and distributed to the Board and respective committee Chairs within a month of a meeting. Committee entries should be distributed to old and new Chairs with their charges.

By the Annual Meeting - July

1. Arrange with Executive Director at Headquarters a method to review new and revised entries to the Manual of Procedures on at least an annual basis. Resolve any discrepancies in committee functions. Edit for style consistency.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Update Manual of Procedures based on actions during the previous Board of Governors meeting (during the Annual and Interim meetings). Contact the Secretary (1500) and the Executive Director (2000) to assess whether changes to the Manual are necessary.

2. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
3. Ensure all committee chairs have sent their Manual of Procedures committee updates each year for publication in the Manual of Procedures.
4. Coordinate with the Chair of the Meeting Planning Council (9600) to ensure the Meeting Planning Procedural Guide is incorporated into the Manual of Procedures. Edit for style and consistency.
5. Submit newly edited MoP to the BOG for approval.

Last Updated October 2009

#2800 Nominating

HISTORY

The Nominating Committee was mandated in the original AMI Bylaws.

COMPOSITION

The committee consists of the Past-president, the past Board Chair, and at least one other member who has been a voting member of the AMI for several years. It is important that members of this committee be familiar with both the election procedure and the possible nominees. The Chair of this committee is not eligible to run for a vacant office in the year of his or her term.

INTERFACING

The Nominating Committee works closely with Headquarters on data collection, Board ratings, mailings, and tallying of election results. The Committee may consult with the Secretary, whose duty is to ensure the timely mailing of ballots. As stated above, the Chair also consults with the President and the Board, through the liaison, on candidates.

TIMELINE OF DUTIES

By the Annual Meeting - July

1. Submit candidate information to HQ to prepare ballot for election of Officers and Board Members. The ballot should include on it a deadline for return to Headquarters and the number of candidates to vote for. HQ to send ballot to Executive Committee and Nominating Committee Chair for review before inclusion in newsletter.
2. Coordinate activities with AMI Newsletter Editor (7400) John Harvey, for inclusion in the May/June newsletter, at least 3 months in advance of the annual meeting.
3. Nominating committee, AMI News, and all members of the Board of Governors shall very aggressively attempt to motivate people to vote, maybe through the Wednesday email updates, by mail, or by telephoning people. The AMI News election issue came out late. It would be better if it early. Another idea is that members could vote online when they register to attend the meeting.
4. Shall explain to the membership how we nominate the Presidential and Board candidates.
5. The Executive Director shall close the polls one hour prior to the business meeting and inform the candidates they can solicit the information of who won from the three presidents, or the candidates can come to a central location to find out if they won. The nominating committee (2800) shall communicate with the candidates that this will happen.
6. Notice of the Election and Ballots must be mailed no later than 30 days prior to the Annual Meeting.
7. Biographies and statements serve as notice and must be submitted to the newsletter. Therefore, the Chair must consult with the newsletter Editor to determine the specific deadline for submissions to meet this requirement.

8. Final tallying of votes is performed at noon on the 1st day of the Annual Meeting to allow for members to hand deliver ballots. Confidentiality of the results **MUST** be maintained by all involved until the results are announced to the membership by the Secretary.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

By the Interim Meeting – February

1. Secure a candidate for the Presidency and secure two candidates for each vacancy on the AMI Board of Governors. Submit to BOG for discussion and ratification at Interim Meeting in February.
2. If an instance arises in which an individual will run for an AMI office unopposed, seek approval by both the Nominating and Executive committee (2100).
3. The preliminary work of this committee must be accomplished in the Fall in order to submit a slate by the Interim Board Meeting in early February.

General Duties

1. Consult a list, supplied by Headquarters, of all members who are eligible to run for Office or the Board. Eligibility guidelines include the number of years as Professional members, accumulation of at least 200 Fellow points, and, in some cases, the gap of time between previous service and current opening. While the number of Fellow points is not a set requirement, the accumulation of points and the activities they reflect help to point out active involvement and valuable experience that a person brings to the Board.
2. Submit the list to the members of the Board of Governors for rating for each vacating position.
3. Submit a tentative slate to the President, who will call each prospective candidate with encouragement to run. Work with the President to refine list as members agree or not.
4. Submit an updated slate to the Board at its Interim Meeting for discussion and ratification.
5. Solicit biographies and statements from each candidate for the special issue of the newsletter.
6. Ensure that a special election newsletter and ballot are mailed to all voting members according to the decreed timeline below.
7. Review and update Manual of Procedures entry and **TIMELINE OF DUTIES** for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive

director with your Interim or Annual Board Meeting committee report.

8. Review the charges against the budget line item #540-2800 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the Nominating Committee.

Association of Medical Illustrators Manual of Procedures

Last Updated October 2009

SECTION VI: Internal Professional Affairs

Last Updated October 2009

#3100 Awards

HISTORY

The first mention of Awards in the original AMI Standing Rules is in 1964. It is unclear just when this committee was first officially sanctioned, but its existence is obvious from the number of references to all types of awards from that time onward.

COMPOSITION

The Committee includes a Chair and other members drawn from the general membership through volunteering. This group then oversees the “selection committees” for the various awards.

INTERFACING

The committee interfaces with the Executive Director, Chair of the Board and President along with the committee chairs of the committees listed below. Salon Judging, Meeting Planning Council and the JBC.

The awards under this committee’s purview are:

- Lifetime Achievement Award
- Brodel Award for Excellence in Education
- Literary Award
- Salon Awards
- Outstanding Service Award
- 25 Year Certificates
- 50 Year Certificates
- Any special awards approved by the AMI Board

TIMELINE OF DUTIES

By the Annual Meeting – July

January

1. Every third year, send out a ballot of LAA past recipients to these recipients so that they may choose a new LAA selection committee. The cycle has run: 2002, 2005, 2008; the next election of committee members will be in 2011.

March

1. Consult with Membership Committee (6100) and Executive Director to confirm an accurate list of potential Lifetime Achievement Award candidates, Brodel Award candidates, and members who have reached 25 or 50 years of membership.
2. Prepare a list of candidates for the Lifetime Achievement Award and mail to the selection committee, along with the criteria, with a deadline to submit nominations by mid April.
3. Mail a list of candidates and criteria for the Brodel Award to the selection committee members with a deadline to submit nominations by mid April.

April

1. Hold conference call for the LAA selection. Call recipient and begin process of organizing presentation and collecting brochure content. Determine who will present this award as soon as possible.
2. Collate Brodel nominations and email list of nominees to selection committee members, with a deadline to select winner by mid May.

May

1. Contact President and Board Chair to ask them to begin process of selecting the Outstanding Service Award winner, with a deadline of mid-June.
2. Determine recipient of Brodel Award from committee votes, and contact them. Begin process of organizing the presentation of this award: select presenter and assist them with preparing their presentation, if requested.
3. Contact the Meeting organizers to make sure the proper AV equipment is available at the Awards Banquet.
4. Contact the editorial board of the JBC to request name of the Literary Award winner, with a deadline of late June.

June/July

1. Finalize the LAA brochure (get approval from the LAA recipient) and organize its printing. Have brochures shipped right to meeting site.
2. Contact vendors who create the trophies and plaques (Outstanding Service, Lifetime Achievement, Outgoing Board Chair, Outgoing President and Brodel Award) and order what we need (if possible, have them shipped right to the Meeting site).
3. Using the meeting logo, design category slides for the Salon Awards presentation.
4. Print the 25 year and 50 year certificates.
5. Print Literary Award certificate.
6. Print certificates for the outgoing Board of Governors members.
7. Create a ballot for the member's choice awards and the fine art award. Send to HQ for photocopying.
8. Contact the meeting planning committee and ask them to create a site-specific ballot box to be placed at the salon. (example: in New Orleans, it was covered with mardi gras beads)
9. Create board report for the annual Board meeting.
10. Confirm with HQ which past recipients of the LAA will be attending the Annual

Meeting and confirm the ordering of corsages/boutonnieres for them to wear at the Award Banquet.

During the Annual Meeting:

1. Assist the president (who is typically the emcee) with the agenda of the awards banquet. Awards presented at that event: Salon Awards, Literary, Brodel Award, and Lifetime Achievement.
2. Obtain list of Salon winners from Salon Judging Chair (8550) and create a Powerpoint presentation for Awards Banquet using the CDs members submitted with their entries. (Discretely confirm pronunciation if possible.) It is ideal to obtain the names at the Salon as it is being judged, so that there is maximum time to prepare the presentation.
3. At the Awards Banquet:
 - a. Confirm the A/V is set up correctly and that all presenters have their presentations ready, to ensure a smoothly flowing event.
 - b. Distribute the LAA brochures among the tables at the Banquet prior to people taking their seats.
 - c. Make sure the LAA recipients get their corsages/boutonnieres
 - d. Present Salon awards.
4. On the morning after the Banquet, post ribbons on the Salon Award recipients
5. Have the 25 year, 50 year and Literary certificates signed by the President and Chair of the Board.
6. Ensure the following are presented at the business luncheon:
 - a. Outgoing Chair plaque
 - b. Outgoing Board Member certificates
 - c. Outstanding Service Award
 - d. 25 year and 50 year certificates.
7. Give the Outgoing President plaque to the Chair of the Board, to be presented at the Presidential Luncheon.
8. Determine a time to present the special salon awards (Fine Art and Members choice). If possible, they should be given at the same time as the rest of the salon awards, but if there is insufficient time for members to vote prior to the Awards Banquet, chose another event with AV support (so the winning entries can be displayed on-screen).

Immediately following Annual Meeting

1. Generate certificates for the Salon winners, print them out and send them off to be signed by the President and the Chair of the Board, and distributed to the recipients.
2. Submit a budget request as necessary to ensure your committee is

represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1

3. After the conference, print the Salon Awards certificates and coordinate their being signed by the President and the Chair of the Board, and their subsequent mailing to the recipients.

General Duties

1. Oversee the criteria for awards; update these criteria, if applicable.
2. Manage the nomination process for the members of the Lifetime Achievement Award selection committee. The selection committee members serve 3-year terms.
3. Coordinate the nomination and selection processes for the Lifetime Achievement and Brodel Award for Excellence in Education.
4. In coordination with the President, the Chair of the Board, Salon Judging committee, JBC editorial board, and Headquarters, determine the nominees for the other awards.
5. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
6. The Awards Committee and the Salon Judging Committee are to work to reinforce the criteria for awards as stated in the Manual of Procedures.
7. Review the charges against the budget line item #540-3100 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the Awards Committee.
8. Solicit names for the 'New Media Awards'

GUIDELINES FOR AWARD SELECTION

Lifetime Achievement Award

Purpose:

To acknowledge and honor a medical illustrator who has been a Professional, or previously Active, AMI Member for at least 30 continuous years, whose life, work and accomplishments have significantly contributed to the profession and fellow illustrators.

This award is the highest honor awarded by the AMI to an individual, reaching beyond the service award, and the list of charter and distinguished members, to

recognize a special person who has enriched our lives and influenced our ideals.

Criteria:

- 30 contiguous years of Professional/Active membership.
- A long-term, consistent level of artistic excellence in communicating medical and scientific subject matter.
- Meaningful contributions to the field of medicine through visual communication and conceptualization.
- Conscientious concern for the needs and resources of the clients.
- Service to the AMI and fellow illustrators.
- Advancement of the field and contributions to the profession.
- Inspiration and leadership to fellow illustrators and students.
- Humanity and humility.

Procedure:

(Every 3 years, choose a new selection committee, made up of 4 past recipients of the Award. A ballot is sent to all past recipients, who then rank their 4 choices for committee members.)

1. A list of the criteria as well as a list of AMI members who are eligible for the award is sent to the selection committee, composed of 4 past recipients, the President, the immediate past President, the President-elect, and the Chair of the Board. All communication is by email if possible.
2. Selection committee members each choose one candidate and compose a brief statement of justification.
3. Information from the nominations is compiled and sent to the selection committee members. A time is chosen for a conference call, during which time the various nominees are discussed and a final recipient chosen. This call is moderated by an Awards Committee member.
4. Once a recipient is selected, the Awards Chair will contact this member to inform them of their award. At this time, the Chair will consult with the recipient on who will present the award. (Either another LAA recipient or another member close to the recipient.)
5. The presenter is consulted to make sure they have all the information they need to present the award.
6. Information from the recipient's CV, a photo of the recipient, and a couple examples of their work will be compiled into a sealed brochure, which will be placed at each chair at the Awards Banquet. These brochures are to be opened once the LAA recipient is announced at the Banquet. (The recipient is kept secret until the Banquet.)
7. An engraved plaque is presented to the winner at the Awards Banquet. The company that has been making the plaque for the past several years is:
House of Trophies, 6102 North 16th Street, Phoenix, Arizona 85016
Contact person: Kathy, kathyathotco@aol.com, Phone: (602) 285-0001

Brodell Award for Excellence in Education

Purpose:

This award recognizes and honors a medical illustrator for outstanding educational contributions to the profession of Medical Illustration.

Criteria:

- 20 consecutive years of Professional/Active membership. Nominee does not have to be a current AMI member.
- Educational and/or administrative contributions to a graduate program.
- Educational contributions as a mentor to prospective students in Medical Illustration.
- Continuing contributions to education by presenting papers and workshops at regional and annual meetings.
- Service as an adjunct or visiting professor at graduate programs.
- Provide advice and consultation to students and members concerning professional, educational, and business matters.
- Literary contributions to the JBC, the AMI Newsletter, and other educational journals.

Procedure:

1. A letter asking for nominations for this award is sent to the selection committee, consisting of members of the Council on Education and the Executive Committee.
2. Those who wish to nominate a member submit a letter of justification along with the nominee's CV.
3. The various nominations are compiled and sent to the selection committee along with a ballot.
4. Once a nominee is selected, they are notified and a member is asked to present this award (generally this is the member who nominated them).
5. The presenter is consulted to make sure they have all the information they need to present the award. (This award is kept secret until the Awards Banquet.)
6. The recipient is presented with a trophy in the form of a bust of Brodel at the Awards Banquet. This trophy is made by the medical illustration department at Indiana University School of Medicine.

Literary Award

Purpose:

Award given for outstanding contribution to the Journal of Biocommunications. Selected by the editorial board of the JBC.

Criteria:

- At least one of the authors of the selected article must be an active AMI member.
- The article must have been published in the calendar year prior to the Annual Meeting in which it is presented.

Procedure:

1. The members of the editorial board are contacted (via email or phone) to request nominations for the award.
2. Nominations are compiled. If there is a tie, the chair of the editorial board makes the final decision.

Salon Awards

Awards given by salon judges (appointed by the Salon Judging Committee) to salon entries at the Annual Meeting.

Outstanding Service Award

Criteria:

- There should be no more than two awards in any one year, although the award is not necessarily annual.
- The recipient should be someone whose actions or creations have had a significant positive impact on the profession of medical illustration. Examples are: authoring a book, public displays of illustration, significant work on copyright issues, etc.

Award Inscription:

“In recognition of outstanding service to the Association through significant honors and professional contributions advancing the field of medical illustration.”

Procedure:

1. The Awards Chair will send a copy of the criteria and a list of past recipients to the President and the Chair of the Board at least 2 months before the Annual Meeting.
2. The President and the Chair of the Board confer to select recipient(s). They may consult the Awards Chair for input.
3. Once name(s) are selected, the Awards Chair orders the trophy(s) to be engraved for presentation at the Annual Meeting.
4. The recipient(s) shall remain secret until the announcement at the Annual Meeting, generally at the Business Luncheon.

25 Year Certificates

Certificates given to AMI members for 25 continuous years of membership.

50 Year Certificates

Certificates given to AMI members for 25 continuous years of membership.

Last Updated October 2009

#3200 Fellow

HISTORY

The Fellow Committee is an outgrowth of the Membership Growth and Development Committee which was formed in 1984. Its purpose at that time was to implement a plan to recognize the service of individual members to the AMI. The Fellow Committee came into being in 1987 and the first AMI Fellows were inducted at the 1988 Annual Meeting.

COMPOSITION

The committee consists of at least two Professional members.

INTERFACING

The Fellow Committee works with the Design Committee on all recognition materials and the Design and Awards Committees to produce the commemorative booklet which accompanies each induction. It also works with the Annual Meeting Host committee to arrange for the induction ceremony and with Headquarters on the tally of Fellow points and the production of Fellow pins.

Comment [LA1]: I am not familiar with this and believe it to be out of date. We no longer have a design committee nor do we offer a booklet

TIMELINE OF DUTIES

By the Annual Meeting - July

1. Write a letter to be sent by HQ to the membership that will announce the new fellow inductees and to inform the membership how they can acquire fellow points.
2. Contact the Meeting Coordinator (8100) to coordinate and conduct the Fellow Convocation Ceremony at the Annual Meeting.
3. Determine need for pins to be given to new fellows and coordinate reorder with Association Headquarters if necessary.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Establish the criteria for the attainment of Fellow status. Update these criteria as needed.
2. Review records submitted for Fellow status.
3. Oversee the design and production of any certificates, plaques, pins, etc.
4. Make arrangements for the Fellow portion of the Awards Banquet at the Annual Meeting.
5. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for

this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

6. Submit a request to the Budget committee by September 1 to add a line item for a specific amount of money to cover the cost of six Fellowship Pins.
7. Review the charges against the budget line item #540-3200 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the Fellow Committee.
8. Continue with routine functions such as confirmation of point documentation with the Association Headquarters (2000), and coordination of certificate production.

Last Updated October 2009

#3300 Ethics

HISTORY

The AMI established its Ethics Committee in 1969.

COMPOSITION

Because of the sensitive nature of this committee's charge its membership is usually limited to 5-7 volunteer voting members who have had a long history of service to and knowledge of the AMI and its policies.

INTERFACING

This committee may often consult with the Bylaws and the Professional Guidelines Committee, as well as with the Parliamentarian and/or the Association's legal counsel. The Chair may wish to consult with the Board or Board Chair through the liaison during the year. In addition, when charges are preferred against a member, the Executive Committee should be consulted.

GUIDELINES

It is the function of this committee to determine whether any charges should be brought before the Board of Governors, to facilitate the process and, in the event of discipline of a member, to ensure that the Chair of the Board conveys the details and circumstances (and names of those involved at the discretion of the Ethics Committee and the Board) to the membership via AMI newsletter and/or the next AMI Business Meeting.

TIMELINE OF DUTIES

Although there is no specific schedule, other than regular reports to the Board, the Ethics Committee is obligated to see that all parties involved in an ethics dispute are notified of the resolution procedure in a timely fashion, as described in the AMI Bylaws.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Update Ethics procedures if need be and report procedures to Chair of the BOG.
2. Define and update the contents of the Association's "Code of Ethics" and the procedures for enforcing them.
3. Receive all complaints of unethical an/or substandard practices on the part of AMI members and honor only those complaints submitted in writing (E-mail).
4. The Ethics Chair, in consultation with the members of the Committee, arbitrates disputes officially submitted and attempts to bring the parties to some sort of reconciliation satisfactory to each.
5. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to

the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Appendix 1

Professional Ethics

Medical illustration is based on the clear communication of scientific information, which requires our profession to be grounded in ethical standards. The AMI Code of Ethics defines principles and sets guidelines of conduct for members engaged in the practice of medical illustration.

Code of Ethics

Whereas medical illustration is a profession dedicated to the advancement of medical education through cooperation with medical & allied professions; and

Whereas the aim of the medical illustrator is to depict and clarify scientific information and make it understandable through visual media using the fidelity of the scientist and the skills of the artist;

Therefore, members of the Association of Medical Illustrators resolve to abide by the principles here set forth:

1. Plagiarism and piracy of any nature will not be tolerated. The medical illustrator has an inherent obligation to acknowledge credit to whomever credit is due.
2. A medical illustrator shall not advertise nor solicit clients or employment in a manner that is false or misleading.
3. A medical illustrator shall not make slanderous, disparaging or discrediting statements concerning the abilities or reputation of fellow medical illustrators.
4. Transcripts of grades, a curriculum vitae, a listing of past employers and clients and references should be freely given when requested. There shall be no falsification of records.
5. A portfolio shall contain only original artwork or reproductions thereof prepared by the illustrator whose work the portfolio represents.
6. Alterations to another illustrator's work should not be made without that illustrator's permission.
7. Acceptance of membership in any category in the Association of Medical Illustrators confers upon the member an obligation:
 - a. To conduct oneself in professional relations in a manner that will be a credit to the Association;

- b. To respect the rights and abilities of medical illustrators whether or not they are members of the Association; and
- c. To use every honorable means to uphold the dignity and honor of the profession and to exalt its standards and extend its sphere of influence.

Interpretation of the Code of Ethics shall be a function of the Ethics Committee of the Association.

Violation of ethical principles as stated in this Code or any acts of dishonesty or corruption are to be reported to the Ethics Committee. The committee, after thorough investigation and deliberation, shall report its findings and recommendations to the Board of Governors which shall make a determination as to the appropriate discipline, if any, as detailed in the Bylaws, Article IV, Section 5, Discipline.

This Code's stipulations apply to all Professional and Special Members. (revised 1991)

Last Updated October 2009

#3400 Professional Guidelines

HISTORY

The mission of the Professional Guidelines committee is to educate AMI members, clients, and the general public on issues related to business practices and employment of medical illustrators. The committee gathers both statistical and empirical data through research methods such as surveys, interviews, and peer review.

This committee replaced the Salary Survey committee in 1990. The name was changed to reflect the expanded survey needs of the AMI. While the Compensation Survey is the main survey taken on a regular basis, other surveys have been conducted separately or piggybacked onto the Compensation Survey.

Surveys have been conducted:

- 1980 Salary Survey
- 1985 Salary Survey
- 1989 Compensation Survey
- 1992 Compensation & Membership Needs Assessment Survey
- 1996 Compensation Survey
- 2003 Compensation & Artist's Right's Survey (online survey hosted by Capstone)
- 2006 Compensation, Pricing & Business Practices Survey (online survey hosted by Key Survey)

The committee writes and updates the AMI Guidelines for Fair Practice (formerly known as The Code of Fair Practice). It was originally drafted by the Ethics Committee to serve as a code of conduct for members. In 2003, the board requested the document be revised to address anti-trust concerns related to work-for-hire and change the language to be more neutral and educational. In 2004, the board requested the document name be changed to remove "Guidelines", again for antitrust reasons, and be rewritten and expanded as the AMI Medical Illustration Business Practices.

COMPOSITION

The committee consists of a Chair, Vice Chair and a few members. The Chair should be knowledgeable about databases/Excel, conducting surveys and statistics. Members must be able to maintain confidentiality to protect survey respondents, who are guaranteed confidentiality. Committee members should not use confidential data for personal gain. Members should be knowledgeable about anti-trust issues related to our association status as a nonprofit 501(c)(6). Members should be knowledgeable about common business practices, the peer-review process, and have good writing skills.

INTERFACING

The committee regularly interfaces with Headquarters and the Artist's Rights committee. Written reports on survey results and business practices are provided to the Council on Education and the program directors of medical illustration to enhance the business curriculum taught in the schools.

GUIDELINES & PROCEDURES

Compensation & Pricing Survey

Phase 1: pre-survey

- Design the questionnaire
- Submit budget request for contracted services with online survey host company
- Input questions and design survey with piping and skip logic based on employment status (employee, freelance, business owner with employees)
- Place notice of survey date in the AMI News, AMI website, online community, and list serve
- Request BOG members to test survey to fine tune glitches before deployment
- Obtain email list of Professional, Associate, and Emeritus members from HQ.
- Write letter to accompany blast email invitation

Phase 2: conduct the survey

The survey is typically conducted the first week in May, after the April 15th federal IRS filing date. The committee chair sends the membership an email invitation (typically an automated invite through the survey host) to complete the online survey. Members without Internet connection may request a paper version with a stamped return envelope from headquarters. Completed paper questionnaires are mailed back in a self-addressed envelope by respondents to the person doing the data entry (usually a staff person at headquarters). Returned paper questionnaires are numbered in sequence as they come back. The number is used to identify the questionnaire in the database.

Once data entry is complete, the paper questionnaires are returned to the committee chair. The committee Chair has always handled entry of data that cannot be computerized easily, mainly pricing data.

Phase 3: analysis and reporting

After the online survey is closed and paper survey data is entered, the data is analyzed. The committee must evaluate the quality and accuracy of the data entry and the resulting analysis and reports. Aberrant and non-standard responses may be removed to minimize skewing of data at the discretion of the committee.

A detailed report is prepared for the Board as part of the regular committee report. After Board approval, the detailed report is posted to the member's only section of the AMI website. A shorter summary report is prepared and published in the AMI News. The committee can produce custom reports for AMI committees and members upon request. Only limited data can be released to non-AMI members, typically personnel and human resource people. This policy was instituted by the Board to protect members who were being paid well, whose employers might try to use the full report against AMI members' interests. The Compensation and Pricing Survey Reports are considered a membership benefit.

Medical Illustration Business Practices

Phase 1: writing & research. Chapters are assigned to a committee member for research and updating. Each chapter is reviewed yearly for accuracy.

Phase 2: committee review. All committee members review chapter 1st drafts and provide feedback to the lead author. Chapters may go through several rounds of committee review to ensure content appropriateness, consistency of tone/style, and adherence to educational objectives before moving onto peer review.

Phase 3: peer review. The lead author selects 3 to 5 peer reviewers who are recognized experts in the chapter topic area. Peer reviewers are sought to give a balanced viewpoint. Diversity is encouraged with regards to work environment, skill level, and area of specialization to ensure a variable and objective peer review base. The Chair contacts selected peer reviewers and explains the required duties and timeframe. Peer reviews are conducted simultaneously using the Peer Review Form. The text is sent to no less than 3 peer reviewers; 5 are preferred. Peer review feedback is incorporated; revised draft sent to same 3 reviewers and committee members.

Phase 4: final approvals. The final chapter draft is submitted to the Board. Some chapter contents may require review by a lawyer and anti-trust review.

Phase 5: print & distribute. Create PDF for download from AMI website. Submit PDF and htm pages to Web Committee for posting on www.ami.org.

TIMELINE OF DUTIES

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.
2. Prepare a final detailed Survey Report for the Interim Board Meeting (if a survey year).
3. Prepare a summary report for the AMI News that announces the detailed report on ami.org

Immediately following Interim Meeting

1. Submit questionnaire for BOG approval at Interim meeting (if a survey year).
2. Survey is distributed to Professional, Associate, and Emeritus members in early May to take advantage that members just filed income tax returns on April 15.
3. Survey closes mid June; one-month deadline for return of questionnaires.
4. Prepare a preliminary Survey Report for annual board meeting (if a survey year).

General Duties

1. Work with HQ to develop a Compensation & Pricing survey every four years.
2. Write and update the Medical Illustration Business Practices booklet.
3. Provides data to the US Bureau of Labor and Statistics about medical illustration.
4. Collaborates with other artist organizations on issues of compensation, pricing, and business practices, e.g., the Graphic Artists Guild Pricing & Ethical Guidelines Handbook.

5. Serves as primary contact with the PLUS Coalition (Picture Licensing Universal System). Informs the board and AMI membership about PLUS initiatives. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
6. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Last Updated October 2009

#3500 Professional Exhibits (updated October 2009)

HISTORY

Prior to 1989, the Salon Committee was the administrative body for the Salon. It was loosely coordinated with the Awards Committee. The chair was in charge of receiving and logging entries, coordinating the exhibition (hanging) of the art, and moderating the judges. In 1989, the Salon Task Force was formed to research problems involving all aspects of the Salon. It identified a lack of proper coordination among related committees, discovered that Salon chairs were overloaded with too many responsibilities, and that policies and procedures were inconsistent from year to year. In 1990, the Professional Exhibits Committee was formed. It was to serve as an umbrella committee for the Salon Committee (exhibit/hanging), Awards Committee (Salon aspect only), and the newly separated Judging Committee. It is now the overall administrative policy-making body for the Salon and any and all other professional exhibits put on by the AMI.

COMPOSITION

The umbrella committee for the Salon Hanging, Judging and Awards (salon aspect only), whose Chairs are also part of this committee and have input into the development of policies which might affect them. For all practical purposes, these other committees are now viewed essentially as subcommittees of the Professional Exhibits Committee.

GUIDELINES AND/OR SPECIFIC PROCEDURES

All new policies and/or procedures related to the AMI Annual Salon or any other professional exhibit, such as the Traveling Exhibit, are developed and administered by the Professional Exhibits Committee only. No subcommittee can make any rule changes without the input and specific approval of the Professional Exhibits Committee.

INTERFACING

Salon (exhibition/hanging), Judging, Awards, Web & Design Ed Board and Annual Meeting Host committees

TIMELINE OF DUTIES

By the Annual Meeting

1. During Feb and April, update registration information and instructions for Salon section of AMI annual meeting web site. Update Salon labels, entry forms, permission form and any other associated material. Provide files to Annual Meeting Coordinator (8100) and Web & Design Ed Board (4155).
2. During April and June, monitor progress of availability and selection of judges (Judging), exhibit display panels and other logistics (Hanging) and assist with any issues that may arise.
4. During July and August, check final status of all committees prior to Annual Meeting, make note of any policies and procedures that need attention, changes or Board input/action.

5. During the months before the annual meeting, make yourself available to answer questions that may arise from any of the Salon committees and general membership regarding the Salon.
6. Update registration information and instructions for Salon section of AMI annual meeting web site. Update Salon labels, entry forms, permission form and any other associated material. Provide files to Annual Meeting Coordinator (8100) and Web & Design Ed Board (4155).
7. Update Salon Categories (see end of this document for current categories) and Salon submission requirements (media formats, etc).
8. It is the responsibility of the Professional Exhibits Committee to consult with the Director of Meetings and Programs (8800) and report to the Board any physical or procedural problems at the previous year's meeting (e.g. exhibit space, Salon entry discrepancies or difficulties).

Immediately following Annual Meeting

1. Budget request forms should be distributed by AMI headquarters to all committee chairs on September 1. The PEC generally does not have expenses for which it needs to budget. If that changes, submit a budget request as necessary to ensure your committee is represented in the budget for the next year's operating and meeting budgets. The Salon Judging, Hanging and Awards committees submit request forms for their individual committees.
2. During September and October, assist in selecting new Salon Hanging and Judging committee chairs.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

PHILOSOPHY

The purpose of the committee is to make the entire process of participating in the Salon and/or any other AMI professional exhibit, by its members, not only fair and equitable, but one which reinforces the ideals of our profession. Policies should strive to preserve and maintain the special identity of medical illustrators within the graphic arts, communications and medical communities.

With respect to Salon awards, the AMI is, in effect, endorsing and recognizing certain artwork as having either met the highest standards of the profession or deserving meritorious recognition. Such artwork, therefore, should express content requiring the specialized knowledge and skills particular to the medical illustrator only.

To be considered for an award at the AMI annual meeting Salon, artwork must be of medical, surgical, anatomical, pathological, or biological/scientific nature. Textbooks or other books submitted in the medical book categories must include medical illustrations

meeting the above criteria. (See Salon Judging Committee entry for full guidelines to award granting).

Appendix 1

SALON CATEGORIES

PROFESSIONAL CATEGORIES	STUDENT CATEGORIES
<p>A. Instructional Color B. Instructional Continuous Tone C. Instructional Line D. Editorial E. Advertising F. Marketing / Promotional G. Medical-Legal H. Animation H-1 Advertising/Marketing/Promotional H-2 Instructional H-3 Medical Legal H-4 Simulation/Visualization H-5 Broadcast/Film I. Interactive Media I-1 Instructional I-2 Catalogue/E-commerce I-3 Health Promotion/General Interest I-4 Haptic/VR I-5 Entertainment/Recreational J. Three-Dimensional Models K. Fine Art L. Illustrated Medical Book L-1 Atlas L-2 Reference / Clinical text L-3 Nursing / Allied Health Professional text L-4 College / High School / Elementary Science text L-5 Children's text</p>	<p>M. Instructional Tone N. Instructional Line O. Instructional Color P. Editorial Q. Advertising R. Projection Media S. Interactive Media T. Animation</p>

Last Updated October 2009

#3600 Corporate Relations

HISTORY

Sponsorship participation is an important and valuable element in enhancing and supporting the AMI and our annual convention. In recent years corporate exhibitors have felt frustration by the variation of venues in which our conference is held, and the tight structure of the conference. In order to enhance the sponsorship experience and ease logistical and expense issues for the AMI, the Board of Governors has sought to rethink the sponsorship structure and have eliminated the classic exhibitor category as part of the prospectus as of the 2009 Richmond meeting. Also gone are sponsorships that had a Person-to-Person option. That is now a non-sponsorship option coordinated by AMI HQ.

With the elimination of the exhibitor category, Sponsors are now invited to participate in two newly created categories of Educational Sponsorship and Advertising Sponsorship as well as the traditional levels of opportunity including: Awards, Salon Opening, Luncheon, Conference Bag, and Coffee Break sponsorship levels. The committee solicits these sponsors by direct contact via a leads/contact list passed onto the committee chair and/or by developing new local and national prospects directly.

The newly created (2009) Educational sponsorship offers prospective sponsors opportunities within the workshops and techniques boutique for concentrated exposure to conference attendees and has two price options one with an AMI expert as lead presenter or a sponsor representative as the lead presenter. This has increased to a greater degree the need for solid communication between the Workshop and TS committee chairs and the Sponsorship committee. Additionally, the committee attempts to defray some of the supply costs of presenters and participants in workshops and Technique Boutiques and the meeting in general by soliciting supplies from distributors and vendors as needed. Those groups that contribute at least \$1000 worth of goods or services become "In Kind Sponsors" and qualify for Educational Sponsorship level benefits.

The Advertising Sponsorship goes beyond the annual conference to offer yearlong exposure within the new AMI web site and our newly redesigned newsletter. Again, communication between the web committee chair and the newsletter group is very important.

When approaching corporations and vendors the committee should try to identify the needs of the target audience and be able to explain the business opportunities that sponsorship with the AMI can bring to the donor. This serves as a win-win-win scenario where the AMI serves as a conduit of opportunity. Companies are more inclined to give money if they have a better idea of how their donations will be used and how they will benefit from their gift giving. Communications to prospective sponsors with specific information about TS and Workshop presentations greatly enhance the prospective sponsor's interest to commit funds to the AMI. Donors currently receive recognition at the conference thus giving them exposure to those in attendance as well as logo links in the weekly email blast and logo ID on the AMI meeting web site. Advertisers have access to the AMI web site that averages 85,000+ hits per year via a banner ad (the

committee is currently exploring additional options for web advertising) and the newly redesigned AMI newsletter.

The committee also has a key role in developing, customizing, and delivering sponsorship contracts. Interfacing with the Executive Director and Meeting Coordinator for review of contracts.

FUTURE

The committee should actively and periodically review the prospectus and consider the appropriateness of sponsorship categories/pricing. Along with the Executive Director and/or appropriate consultants adjust sponsorship to fit with future AMI needs and/or directions. Currently the committee is looking to further sponsorship opportunities with the new AMI web site and to create opportunities for sponsors that are not strictly convention related.

COMPOSITION

A Chair, Vice Chair, and a few members. If possible, one member located in or near the city of the upcoming meeting to personally solicit local vendors is ideal. In general the entire membership of the AMI should be encouraged to think about and participate with sponsorship with ideas for leads and contacts.

INTERFACING

Executive Director, MPC chair, Web Committee, Host, Meeting Coordinator, Technique Boutique and Workshop Chairs, Special Members, Professional Liaisons, Newsletter Advertising Committee and Board of Governors Chair and appropriate groups within the OMC.

GUIDELINES

Sponsorship should be the lead in contacting potential corporate sponsors. Avoiding excessive contact by a variety of other committee members and individuals will help diminish the complaints of some sponsors of being overwhelmed by too many AMI requests. However, taking advantage of personal relationships should always be considered in developing direct contact with sponsors.

It is imperative that Workshop and Boutique Chairs submit their lists in a timely fashion so that this committee can guarantee acquiring as much of their wish lists as possible. It is important for the chair to contact the Boutique and Workshop Chairs in the fall and communicate the importance of identifying presenters early in the calendar year. Also emphasize the importance of complete and timely wish lists.

The chance of receiving material donations from local vendors is increased when local artists, who deal with the vendor(s) make the contact.

Communicating with the Executive Director and Meeting Coordinator (who will often add "special instructions" regarding shipping etc.) with contract review and generation is essential.

Sponsors may wish to negotiate alterations or add special requests to the prospectus sponsor benefits. In these cases, discussion with the Executive Director is recommended before offering sponsors any alternatives to the existing package of benefits.

TIMELINE OF DUTIES

Note: timelines are fluid and activities will need to be adjusted as Sponsorship strategies evolve. Currently, sponsorship payments and contact information are processed by the Meeting Coordinator. Their ability/timing to set up processing may alter timelines.

By the Interim Meeting

Jan/Feb

1. Team to build on leads list (ongoing).
2. Chair communicates with Technique Boutique and Workshop Chairs regarding donations/supplies needed ("in kind" sponsor) and/or Educational Sponsor (ongoing).
3. Continue solicitation of sponsors (ongoing).
4. Forward reviewed customized contracts to sponsors as they sign on (ongoing).
5. Forward any sponsor logos to ED and Web group (ongoing).
6. Communicate with Meeting Host regarding local potential Sponsors.
7. Coordinate with Host team regarding local sponsorship opportunities and meeting needs.
8. Report to BoG prior to the Interim Board Meeting.

By the Annual Meeting

March/April/May

1. Receive any new charges from Chair of the Board generated from the interim board meeting.
2. A Host Committee member needs to be responsible for accepting all incoming donations.
3. Team to build on leads list (ongoing)
4. Chair communicates with Technique Boutique and Workshop Chairs regarding donations/supplies needed ("in kind" sponsor) and/or Educational Sponsor (ongoing).
5. Continue solicitation of sponsors (ongoing).
6. Forward reviewed customized contracts to sponsors as they sign on (ongoing).
7. Forward any sponsor logos to ED and Web group (ongoing).
8. Communicate with the sponsorship team and board liaison along with meeting coordinator regarding local potential Sponsors (ongoing).
9. Brand and design/layout/update the meeting prospectus.
10. Brand and design/layout/update the Advertising prospectus (currently Advertising is in the meeting prospectus the committee is exploring ideas for Advertising to have a separate prospectus)
11. Confirm with Meeting Coordinator any Sponsor sign-up sheets submitted
Maintain and update leads/contact list
12. Respond to internet/web inquiries about sponsorship.
13. Contact companies and solicit donations of supplies/services and sponsorships.
14. Coordinate (with Meeting Coordinator) sponsor contracts to include appropriate shipping instructions of supplies to Host, distribution of supplies to presenters.
15. Contact confirmed sponsors for appropriate logo materials.
16. Forward Sponsor Logos to Executive Director (for placement in the eBlast) and appropriate AMI web contact (for placement in the conference web site) as Sponsors sign-up.

17. Coordinate Advertising Sponsors by making sure they receive appropriate AMI advertising spec sheet and forwarding received materials to the appropriate committees (Web, Newsletter, eBlast).
18. Upload approved PDF prospectus to appropriate AMI web contact.
19. Communicate with the Host, Techniques Boutique and Workshop Committee to determine the supply needs of presenters.
20. Determine if necessary where supplies can be shared.

June

1. Deliver final logos to Host for printing of convention marketing materials.
2. Suspend active solicitations for the meeting June 30th.
3. Arrange for signs/PowerPoint slides with Host acknowledging sponsors
4. Forward Sponsor logos to Host for inclusion in appropriate convention marketing/meeting materials.

July/August

1. Deliver board report.
2. Send the list to the Host Chair and committee member receiving donations.
3. Indicate on that list how the items are to be distributed.
4. Check often that donations are arriving on time.

During the Meeting

1. While at the meeting confirm that all appropriate signage/slides have been completed.
2. Sponsorship team should introduce itself and follow-up with sponsors at the meeting.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.
2. Write thank you notes to donors on AMI letterhead.

Sept/Oct

1. Review past year successes, areas that need work and items to drop or adjust.
2. Recruit new committee members as needed.
3. As soon as meeting marketing materials are available brand and redesign prospectus.
4. Team to build on leads list.
5. Chair communicates with Technique Boutique and Workshop Chairs.

November

1. Receive charges from Chair of the Board.
2. Team to build on leads list (ongoing).
3. Chair communicates with Technique Boutique and Workshop Chairs (ongoing).
4. Team begins initial solicitations of sponsors (based on completed prospectus).

December

1. Write Interim board report.

2. Team to build on leads list (ongoing).
3. Chair communicates with Technique Boutique and Workshop Chairs regarding donations/supplies needed (“in kind” sponsor) and/or Educational Sponsor (ongoing).
4. Continue solicitation of sponsors (ongoing).
5. Forward reviewed customized contracts to sponsors as they sign on.
6. Forward any sponsor logos to ED and Web group

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Last Updated October 26 2009 by C. Sandone

#4000 Communications Editorial Council CEC

HISTORY

The Communications Editorial Council (CEC) was established in 2008, at the recommendation of Long Range Planning, to develop editorial policies related to the internal and external communications of the Association. Due to electronic delivery methods, several forms of AMI communication had undergone change within the previous 5 years. Content on the new web site, developed in 2008, was the primary concern during the first ½ year of the new CEC.

The current communications include the AMI Newsletter, the AMI Website, the Journal of Biocommunications (JBC), PR pieces, the weekly e-mailed AMI News and the Annual Meeting Website. This committee provides oversight and makes recommendations regarding content in the various communication venues (with the exception of the JBC which has an independent infrastructure extending beyond the AMI). The CEC has a 2-pronged goal of keeping members informed, while reducing redundancy and information overload.

AMI members also communicate in less formal venues, including the list-serve and Online Member Community (OMC portion of our new web site). The CEC provides no oversight of these internal communications.

COMPOSITION

A chair, co-chair and 5-10 members made up of representatives from the following committees:

2300 Long Range Planning (Past-president)
4100 PR
4155 Web Committee
7400 Newsletter Committee
1500 President (ad-hoc member)

As needed, the CEC also seeks council from:

7650 Journal Editorial Board
9600 Meeting Planning Council
2000 Executive Director (AMI Weekly News)

We also encourage a recent graduate to join the CEC to provide input from a new member perspective.

INTERFACING

Most closely, with the committees listed under COMPOSITION, above. The CEC has access to the EC, as needed, for time-sensitive issues.

TIMELINE OF DUTIES

The CEC conducts committee meetings via phone several times per year. Agendas are distributed in advance and minutes are sent within a week after the call.

The CEC holds an in-person committee meeting at the annual meeting.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.
2. Create a "News from AMI Meeting" to appear in the AMI weekly news. This succinct summary of news from the annual meeting to include: new leadership (outcome of elections), action items voted on by members and other policies announced at meeting.
3. Generate to-do list from the CEC meeting including the publishing of salon images to the website and refreshing the website banners.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters executive director with your Interim or Annual Board Meeting committee report.
2. Assure that the internal and external communications reflect the mission and goals of the association.
3. Examine communications for overlap, consistency
4. Establish policy on what content will appear in which venues
5. Make recommendations to the BOG regarding Association communication policies.
6. Review all material considered for publication in the newsletter and the proposed content and layout of each issue.
7. Review all Press Releases developed by PR committee
8. Review content of all AMI weekly emailed news
9. Review all new content added to Association web site, ami.org

Long Range Plan

The CEC plans to reflect upon and adjust its function and priorities annually to meet the ongoing changes in management, technology and association goals.

SECTION VII
External Professional Affairs

Last Updated January 2009

#4100 Public Relations

HISTORY

The Public Relations Committee is a standing committee that coordinates the AMI's public relations effort consistent with the goals set in the Board of Governors' Long Range Plan. This occurs in tandem with opportunities that may spontaneously arise or are generated by this committee or related committees (e.g. Annual Meeting Planning, Professional Liaisons, Publications, Professional Exhibits, etc.)

COMPOSITION

The committee should be composed of at least three members. Each member should have an in-depth knowledge of the medical illustrator's professional opportunities in at least one of the following areas: academic research/education, medical and pharmaceutical advertising, training/development in medical and pharmaceutical manufacturing industries, medical-legal services, and publishing.

INTERFACING

Long Range Planning Committee, Annual Meeting committees and Planner, Regional Meetings Committee, Professional Exhibits Committee, and AMI News Editor. This committee may also interface with Professional Liaisons and Publications committees.

GUIDELINES

- The chair will designate at least one member of the committee to handle all press releases for the AMI, including those required by, but not limited to, the Annual Meeting Committee, Regional Meeting Committee, and Professional Exhibits Committee. This member will communicate all information regarding annual and regional meetings and relevant Public Relations Committee activities to the AMI newsletter Editor.
- The committee has primary responsibility for keeping abreast of developments that offer promotional opportunities for the medical illustration profession.

TIMELINE OF DUTIES

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Establish contact with networks of professionals and professional societies who may use the services and/or resources of AMI members.
2. Publicize the medical illustration profession under the aegis of the AMI by developing and coordinating opportunities for press releases, AMI exhibits, AMI guest speakers, guest authors, participation in related professional meetings and sponsorship of special publications.
3. Determine when and how to distribute select AMI publications (JBC, AMI newsletter, Sourcebooks, AMI Membership Directory, etc.) to networks of

professionals, professional societies, and organizations to enhance the image of the profession and expand its professional opportunities. This does not include routine distribution of these publications to subscribers, educational materials requested from the AMI Headquarters, or established Sourcebook distribution mechanisms.

4. Work with Web Committee to develop the graphic standards for the website.
5. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Last Updated January 2009

4155 Web and Design Editorial Board

HISTORY

The Website Committee is a standing committee that coordinates the AMI's presence on the world wide web through the AMI Website, www.ami.org. The work done by the web committee is consistent with the goals set by the Board of Governors' (BOG) Long Range Plan. This occurs in tandem with opportunities that may spontaneously arise or are generated by this committee or related committees (e.g.) Annual Meeting Planning, Professional Business Practices, Public Relations, etc.)

COMPOSITION

The committee should be composed of a Chair, Vice-Chair and at least 10 members who have expertise in web maintenance, design and building. They also need to be adept in the latest software and technologies. The Chair must have a working knowledge of the AMI and how it functions. They must understand how to work with the BOG and Association Management Company (AMC)

GUIDELINES

The BOG must approve all material before it is uploaded to the site.

The chair coordinates the committee work and gets approvals for the board and then submits the material to be uploaded to the site.

The chair will designate one member of the committee that is responsible to read the list-serve and keep a pulse on the association members ever changing needs.

Established Protocol

The web committee is the portal for all requests regarding updates, site design & infrastructure. The committee works closely with the Board of Governors and the Management Company to ensure that the AMI website is well designed and functioning properly. Before any content is put up on the website, it must be approved by the Web Committee and then is submitted for approval to the BOG before going live. This insures a consistent message and design to the site.

TIMELINE OF DUTIES

The annual meeting website has traditionally been created by a separate entity.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next year's operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES

for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

2. Maintain the existing website.
3. Coordinate annually the updating of committee web pages by contacting committee chairs.
4. To perform a biannual site audit.

Last Updated January 2009

#4300 Artists' Rights

HISTORY

This committee was established in _____?

COMPOSITION

AMI Volunteers

INTERFACING

With the Chair of the Board and other committee chairs as necessary.

GUIDELINES

Follow Chair of the Board instructions for activities with press and government outreach efforts.

TIMELINE OF DUTIES

By the Annual Meeting

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next year's operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. Maintain a neutral position in any conflicts between organizations with which the AMI has associations and liaisons.
3. Review the charges against the budget line item #540-4300 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the Artist's Rights Committee.
4. Evaluate and update the AMI.org Artists Rights section.
5. When necessary, seek out consulting services from attorneys to assist development of AMI.org Artists Rights section online information and tools.
6. Provide Chair of the Board with information, draft press releases and communicate with AMI HQ when requested to by Chair of the Board.

**SECTION IX
EDUCATION**

Last Updated October 2009

#5100 Accreditation Review Committee for the Medical Illustrator (ARC-MI)

HISTORY

The AMI began accrediting medical illustration programs in the U.S. in 1967. At that time, the Association itself established the criteria, performed the evaluations and issued the certificates of accreditation. In 1985, an Ad Hoc committee on Accreditation was formed to investigate the possibility of having the accreditation performed by a nationally recognized body either in the field of art or in medicine. In 1986, as a result of that committee's recommendation, a membership application was submitted to the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA). After considerable hard work and some compromise on both sides, the group modified the existing standards to comply with the format recommended by CAHEA. The resulting Essentials and Guidelines of an Accredited Educational Program for the Medical Illustrator were adopted by the AMI and the AMA Council on Medical Education in 1987.

The Essentials were revised and subsequently approved by the AMI Board of Governors and the AMA in 1992. In October 1992, the AMA announced plans to discontinue its sponsorship of programmatic accreditation for allied health education. To facilitate an orderly transition to a new agency, the AMA formed a task force to propose an alternative organization for allied health programmatic accreditation, and it offered staff and facilities support for a period of three years. At the 1993 AMI Annual Meeting, ARC-MI and the AMI Board of Governors voted to join the new agency, which is composed of many of the original CAHEA review committees and sponsoring organizations.

The new agency, named the Commission on Accreditation of Allied Health Education Programs (CAAHEP), was incorporated in the state of Illinois in June 1994. CAAHEP requires that all dues paying review committees and sponsoring organizations appoint a commissioner to CAAHEP for a three-year term. Alternate commissioners are appointed to attend in the absence of the commissioners.

The Accreditation Review Committee for the Medical Illustrator (ARC-MI) is a standing committee of the AMI and is responsible for reviewing programs in medical illustration and making accreditation recommendations to CAAHEP. CAAHEP, in turn, reviews ARC-MI recommendations and awards or withholds programmatic accreditation accordingly.

COMPOSITION

A. Membership - The membership shall consist of a minimum of six and a maximum of eight Professional members from the AMI. One additional member to this group will be a recent graduate from an accredited program. Members are appointed to the committee by its Chair. Program directors are not eligible for committee membership.

INTERFACING

This committee makes accreditation recommendations to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) the accrediting body. In addition, ARC-MI works hand-in-hand with the AMI Council on Education Committee. The Chair is a non-voting member of the Council on Education. The ARC-MI Chair will notify AMI Headquarters and CAAHEP of any change in the committee membership.

TIMELINE OF DUTIES

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next year's operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Review and update Manual of Procedures entry and Committee Activity Timeline for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. Review the charges against the budget line item #540-5150 assigned to the position on an ongoing basis to ensure that total year end expenditures do not exceed those budgeted for the Accreditation Committee.
3. Participate in the governance of CAAHEP by attending CAAHEP meetings as a Commissioner and serving on CAAHEP committees.
4. Review all accreditation requests.
5. Correspond and remind Programs of upcoming Accreditation review dates.
6. Coordinate site visit dates.
7. Assign Site review Team and Committee Reader.
8. Produce final site visit reports and distribute to ARC-MI members.
9. Forward accreditation review recommendations to CAAHEP.
10. Train new site review team members.
11. Request and review Annual Reports from the accredited Programs.
12. Schedule ARC-MI conference calls and meetings when needed.
13. Ensure committee-meeting minutes are written and distributed.
14. Ensure that ARC-MI accreditation Standards, Policies and procedures, tools, Instruments and media are updated as needed.
15. Periodically review Essentials and Guidelines (every five years) and propose necessary revisions to the AMI and CAAHEP.
16. Appoint replacement committee members, officers, alternate Commissioners, and subcommittees as needed.

17. Attend AMI Council on Education Committee meetings.
18. Make timely reports and recommendations to the AMI Board of Governors.
19. Keep AMI membership apprised of accreditation issues.
20. Perform other functions pertinent to educational program accreditation.
21. Determine an applicant program's relative compliance with the established accreditation Standards (Essentials).
22. Assure students and others who invest in their educational preparation that the program continuously demonstrates its compliance with established standards and maintains resources that assure its commitments to matriculated students.
23. Periodically review an applicant program's incorporation into the curriculum the knowledge and skills development that are related to the changing role of the profession.
24. Promote self-directed, ongoing analysis of program design in order to identify needs and means for improving the transfer of knowledge and the development of skills essential to the changing role of the medical illustrator at entry into the profession.
25. Strengthen the program's self-assessment and outcome processes by supporting and collaborating with CAAHEP in this effort.
26. Protect the quality of education and training by providing institutions access to independently derived national standards for the education and training of medical illustrators.

Please refer to the CAAHEP website (<http://www.caahep.org/>) to find:

- I. *Standards and Guidelines for the Accreditation of Educational Programs in Medical Illustration*
- II. The Policy for the Application, Maintenance and Administration of Accreditation.

Last Updated January 2009

#5200 Council on Education

HISTORY

The Council on Education is a standing committee of the AMI.

COMPOSITION

The committee (council) is composed of the directors of those programs recognized as having met the Standards and Guidelines for Accreditation, one non-Board of Governors member, one recent graduate of an accredited program who has graduated no less than two years and no more than five years prior. One or two student representatives (non-voting) chosen from the total student bodies of all the accredited schools, may be added to the Council. (The Council will establish a mechanism for selection of student representatives based on a rotating schedule that allows for participation by students from all qualified programs). The chairperson of the Accreditation Committee (ARC-MI) is an ex-officio member of the Council on Education (COE).

One member of the COE is to be appointed to the AMI's Continuing Education Committee. At least one school director from an accredited program will be included on the membership of all AMI committees dealing with student education (excluding the Scholarship Committee and ARC-MI).

INTERFACING

The Council on Education may interface with the Accreditation, Scholarship, Membership, Continuing Education and Professional Guidelines (survey) committees.

GUIDELINES

Schedule a meeting of the Council, the Accreditation and Scholarship committees during the annual AMI meeting. Conduct an interim meeting of the Council, usually in February/March. Request, annually, from the accredited schools a statement as to the current total enrollment of the school and the anticipated number of graduates for the current year and for the following two years for the annual committee report to the Board of Governors.

TIMELINE OF DUTIES

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next year's operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

General Duties

1. Choose committee members based upon the Manual of Procedures: accredited school directors, one (1) non-Board member, one (1) recent graduate from an AMI accredited school who has graduated no less than two years and no more than five years prior, two (1 or 2) student representatives chosen from the total

student body of all the accredited schools, and Chair of the Accreditation Committee (Ex-officio).

2. Appoint one (1) member to represent the Council on Education to the Continuing Education Committee; contact committee chair (5600).
3. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
4. February/March: Interim Council Meeting.
5. Annual Meeting: Council and related committees' meeting.
6. Advise the Board on all matters concerning student education.
7. Attend to correspondence forwarded by AMI Headquarters or AMI Secretary. Handle correspondence relating to education except the mailing of the AMI brochures and list of schools.
8. Encourage and direct correspondence among school directors on topics of interest, and as requested by them.
9. Edit descriptive material on medical illustration when requested and maintain a file of such material as published. Also maintain a permanent file of important papers for the Council.
10. Be responsible for the contents of the brochure and the list of schools. Review and update these before reprinting.

Last Updated January 2009

#5400 Scholarship

HISTORY

The Scholarship Committee is a standing committee. Its purpose used to be to accumulate funds, identify academically qualified students with financial needs and distribute the funds through the "Scholarship Fund". This fund and the committee used to operate as legally separate entities from the Association for tax purposes. Since the establishment of the Vesalius Trust, the committee's function has changed. Its current purpose is to evaluate and rank the applications that are submitted for the two scholarship funds of the Vesalius Trust.

The Vesalius Trust maintains the responsibility for notifying departments with programs in visual communications in the health sciences of the availability of the scholarships, distributing scholarship applications to program directors, updating application information on the Vesalius Trust website, and notifying directors of application deadlines. In addition, the Vesalius Trust Treasurer is responsible for notifying recipients and distributing awards.

COMPOSITION

The committee is composed of a chair plus about eight members. The research grant applications are ranked by about six committee members. The applications for Inez Demonet scholarships are reviewed by about three members. While the Chair selects the committee members, it is required that the committee consist of Professional members only. Traditionally, the Vice Chair of the BOG serves as well as at least one member from the Board of the Vesalius Trust. Faculty members from degree programs in visual communications for the health sciences (medical illustration, biomedical communication, etc.) may not serve on the Scholarship Committee.

INTERFACING

1. 5200 Council on Education-Maintain dialogue with program directors regarding application scoring and application requirements. The program directors make up most of the members of this committee. However, they may be contacted directly rather than through the committee Chair.
2. 9200 Vesalius Trust (communicate progress, problems to Chair, submit rankings, discuss application requirements)

DUTIES

The duties of the AMI Scholarship Committee are to review and rank student applications for the two types of Vesalius Trust scholarships: Research Grants and the Inez Demonet Merit Scholarship. This information is sensitive and should remain confidential. It should not be included in reports to the Board of Governors. Research Grants are awarded based on the merit (creativity, clarity of methodology, degree of the individual's involvement, etc.) of proposed research or thesis projects. Each proposal includes a list of itemized expenses and a request for a specific amount towards the project. The total amount made available by the Vesalius Trust for research grant awards is currently \$4000.

The Inez Demonet Merit Scholarship (a \$2,000 award) is given in recognition of academic excellence. It will be awarded to a student based on academic performance

(including strength of resume, portfolio, references, and answers to questions concerning their interest and role in visual communications in the health sciences).

GUIDELINES & SPECIFIC PROCEDURES

Scholarship Application Evaluation and Distribution Procedure

After the Vesalius Trust has completed its notification of scholarships and distribution of applications...

1. The AMI Scholarship Chair will receive student applications, and coordinate the distribution of copies to committee members for evaluation and ranking. An evaluation form has been formulated (for both scholarships) to help committee members more objectively evaluate individual applications. The evaluation forms are designed to emphasize specific strengths of the applicant by incorporating a weighted point value system.
2. The Committee members will evaluate, score and rank all applications.
3. Once all the applications have been evaluated and scored by committee members, the applications are returned to the Chair, who will tally and rank the applicants.
4. The Chair will submit to the Vesalius Trust Treasurer the final ranking of research grant applications and ranking for the Inez Demonet Scholarship
5. The Vesalius Trust will consider and approve/disapprove the awards and ultimately will see to the distribution of the individual awards to the students.

TIMELINE OF DUTIES

List is for Vesalius Trust's responsibilities as well as Scholarship Committee since they are interrelated.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next year's operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.
2. Second Friday in September: Vesalius Trust has sent applications to school directors by this date. Applications are also made available year round, upon request, through the Vesalius Trust.
3. November is the application deadline for research grants (to Scholarship Chair).
4. August is the Deadline for recipient research grant reports to be submitted to Vesalius Trust .

By the Interim meeting

1. January: Research grant award recipients are announced (by Vesalius Trust)
2. January 31: Letters and checks are sent to recipients or program directors (by Trust).
3. February: Application deadline for Inez Demonet Scholarship (to Scholarship Chair).

Immediately following Interim Meeting

1. February 28: Letters and check are sent to recipients (by Trust)
2. March: Inez Demonet Scholarship recipient is announced (by Vesalius Trust).

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

Last Updated October 29, 2009 by Carolyn Holmes

#5600 Continuing Education

HISTORY

According to the old Manual of Procedures, details of a continuing education program were spelled out in the February 1978 AMI Newsletter, Volume 19, Number 3. This committee was comprised of chairs and members of all related educational and meeting planning committees and served to coordinate, evaluate and update AMI continuing education programs. It was to provide a "systematic framework for a comprehensive continuing education program for artists in the biosciences" that would be voluntary and flexible. This was to be developed around clearly stated objectives, identified as important to the professional growth of the individual. Participants were to be provided with a comprehensive study guide and appropriate educational resources.

In 1989, the AMI adopted the "Criteria and Guidelines" of the International Association for Continuing Education and Training, (formerly called the Council on the Continuing Education Unit) laying the groundwork for awarding CE credit to members attending approved events. The committee, having established a review procedure and developed forms, reviewed and approved the workshops at the Annual Meeting in Dallas in 1989 and awarded the first CE credits for a workshop.

HeSCA uses the same criteria as the AMI for reviewing workshops. Therefore, we have an "agreement" with them that CE credit approved by either organization will count for members of either organization.

1990 was the first year in which workshops at regional meetings were reviewed and approved for CE credits. In 1993 the first non-AMI sponsored event was approved-the GNSI International Conference in Bellingham, WA. 1993 was also the first time a non-AMI event was reviewed and approved for an individual member applying for credit at that event.

In 1993, the committee developed sample forms and clarified terms to assist workshop presenters in applying for CE credit.

In 2002 the CE process went online on the AMI web site with interactive Information and Verification forms. The ability for CMIs to check their current ceu status was also added to the web site.

Following the annual board meeting in 2008, it was decided to continue a pilot program of video/audio taping selected AMI meeting events for later rebroadcast on the AMI main or meeting web site.

As other technologies emerge, we will also work with the web committee and others to seek out other possible venues for continuing education opportunities.

COMPOSITION

The committee is composed of at least five members, one of whom is a member of the Council on Education. At least three of the five members, including the committee chair, should be involved in reviewing courses and meeting events for CE credit. The Annual

Meeting and Regional Meeting Program and Workshop chairs serve in a liaison function to the CE committee to assure that the educational content of those events meets CE criteria.

GUIDELINES and PROCEDURES

For CE Credit Review:

1. Individuals/groups taking classes/workshops not previously approved for CEUs and individuals/ organizations seeking CEU approval for presentations/workshops they are giving may fill out the on line "AMI Continuing Education Activity Information Form" on the AMI web site. For those not on the Internet, the Information form is available in hard copy format from AMI Headquarters and from the CE committee chair. Forms are completed by the individuals/groups/organizations seeking CEU approval. The online forms are available at:
<http://www.ami.org/medical-illustration/continuing-education-activity.html>
<http://www.ami.org/medical-illustration/continuing-education-activity-verification.html>

The AMI annual meeting Workshop and Program chairs can either fill out the Information forms for each workshop and session, or have the individual presenters perform this task. In the case of non-AMI presenters, it is advisable that the Workshop and Program chairs either guide the presenter through the CE approval process, or have the presenter provide the chairpersons with the information necessary for the chairpersons to fill out the Information form.

2. CE committee members review, fill out committee response portion, and return forms promptly to the CE Chair.

3. The Chair determines from the response forms whether or not the activity is qualified for CEUs. If it does not, the Chair relates the reasons for failure and how the event may be revised in order to meet the criteria. Plans for the event may be revised and resubmitted for approval.

4. If applicable, the CE committee reviews the evaluation forms from the completed event and passes insights on to the planners for future events.

Information and Forms to send:

To new committee members:

- Copy of IACET "Criteria and Guidelines"
- Referred to AMI web site to review process for getting CE credit, and to web site location of CE Information and Verification forms.
- List of members and responsibilities

To educational event planners:

- Referred to AMI web site to review process for getting CE credit, and to web site location of CE Information and Verification forms.
- Hard copy Verification forms should be made available for Workshop presenters to distribute to participants for use as evaluation forms and for CE verification.

To individual members seeking credit:

- Referred to AMI web site to review process for getting CE credit, and to web site location of CE Information and Verification forms.

TIMELINE OF DUTIES

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

By the Interim Meeting – February

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.
2. Use email alerts (full membership list), the AMI News or postal mail for announcements rather than the listserv.
3. For CE purposes, determine the most relevant, valuable, and cost effective program courses to offer at the annual meeting. Work with the Conference Coordinator (8100) to make CEUs available at the Annual Meeting. Let the Chair know what criteria must be met in order for the participants to receive continuing education credit. Determine a deadline for submission of applications.
4. Coordinate with the Annual Meeting Program Chair (8300) and Workshop Chair to determine what parts of the annual meeting can qualify for continuing education credit.

General Duties

1. Contact Annual Meeting Workshops Chair immediately after appointment.
2. CE review should begin two to three months ahead of preliminary program print deadline for AMI annual meetings and about one month ahead for regional meetings so that CE credit approval can be included in the event description.
3. The Chair should direct the review team to respond in time to allow resolution of problems or conflicts and to allow time to notify planner or individual before the deadline.
4. Contact Annual Meeting Program and Workshops chairs immediately after their appointment.
5. Keep track of GNSI and HeSCA annual meeting dates so that those events can be preapproved for CE credit.
6. CE review for the AMI meeting should begin as soon as program and workshop course outlines and/or descriptions are available. Preferably, meeting events and workshops should be approved before the program and workshop sections of the meeting website are launched. Each AMI meeting should list each approved event and CE value.
7. At least once per year, the committee chair will contact all CMIs by email (full-

member list), AMI Newsletter or mail, with a reminder of CE guidelines and procedures and the location of forms, etc. on the AMI web site.

8. This committee should work with the Finance committee and MPC, (for each annual meeting budget), to work out how to budget for the program of video/audio taping selected AMI meeting events for later rebroadcast on the AMI main or meeting web site.
9. Review educational offerings submitted by AMI committees, individual members, and other organizations using the "Criteria and Guidelines" of the International Association for Continuing Education and Training.
10. Write the event organizers or individuals, notifying them of the result of the CE credit review, including relevant comments and recommendations, and send a copy to AMI Headquarters.
11. Assist in the continuing education of AMI members by giving input to workshop presenters and event planners. This may include help in workshop development, identification and notification of educational opportunities, materials etc.
12. Developing and/or identifying CE opportunities. (e.g. Colleges and Universities, including AMI programs; other associations and events.)
13. Investigating ways to make continuing education more cost effective and accessible to members (local/regional sources, establish AMI as a computer/software users group)
14. Seeking ways to collect and distribute teaching materials to workshop planners and presenters.
15. When necessary the committee chair will contact all CMIs by email (full-member list), AMI Newsletter or mail, regarding announcements and/or reminders about CE activities and procedures.

Please refer to section XV to find the:

MEMBER GUIDELINES FOR OBTAINING CONTINUING EDUCATION CREDIT AND MAINTAINING CMI STATUS p. 177

**SECTION X
MEMBERSHIP**

Last Updated January 2009

#6100 Membership

HISTORY

The Membership Committee is a standing committee of the AMI whose purpose is to process Professional member applicants through a review of requirements and a portfolio review. A Bylaws amendment to omit the portfolio review is up for a vote by the membership by the 1995 Annual Meeting.

COMPOSITION

The committee is composed of Professional members only. It includes the Chair and at least five additional members who serve as the portfolio review panel. The Chair selects the committee members either from a pool of volunteers or through solicitation; The review panel is subject to Board of Governors approval.

INTERFACING

This committee interfaces with the Chair of the Board of Governors, the Executive Director, and the directors of the accredited and non-accredited programs in medical illustration.

TIMELINE OF DUTIES

Professional member application materials are required to be submitted by 8:00 AM on the day of portfolio review, which is traditionally the second day of workshops at the Annual Meeting. Applicants are strongly encouraged to have materials in prior to that time to enable the committee Chair to be sure everything is in order.

By annual Meeting – July

1. Promote dues waiver option for graduating students who apply for Professional membership by the Annual Meeting following their graduation.

Immediately following Annual Meeting

1. Submit a budget request as necessary to ensure your committee is represented in the budget for the next years operating and meeting budgets. Budget request forms should be distributed to all committee chairs on Sept. 1.

By the Interim Meeting – February

1. Review the Annual Meeting Evaluation results once they are compiled.
2. Communicate to the membership encouraging members to renew their membership online in order to save money in hard copy mailings - only 7.9% of the membership renewed online.

General Duties

1. Review and update Manual of Procedures entry and TIMELINE OF DUTIES for this position to best reflect the operation of this committee. If there are updates to the Manual entry, submit this in electronic form to AMI headquarters-executive director with your Interim or Annual Board Meeting committee report.

2. Respond to inquiries from prospective members usually regarding benefits, fees, portfolio requirements, etc.) Inquiries may come regarding any of the membership categories; All but Professional are forwarded to Headquarters for processing.
3. Coordinate the application process for applicants to Professional membership status, including forwarding application fees to Headquarters and ensuring that applicants follow guidelines and requirements printed on the application form.
4. Present portfolios to the committee at the portfolio review session.
5. Return portfolios to applicants. If the applicant is present at that Annual Meeting, this should be done in person. The Chair discusses the critiques from the portfolio review process with the applicants.
6. Present the requests for dues reductions and waivers to the Board of Governors for discussion and final determination. Cordially, notify each person, in writing, of the Board's decision on his or her request.
7. Send letter of welcome to students in illustration programs at the start of each academic year, encouraging students to join and outlining the benefits of student membership. Letters should be sent to both AMI accredited and non-accredited schools.
8. Submit a list of all new Professional members to AMI Headquarters, AMI News and Board of Governors.
9. Contact school directors to obtain new and graduating students lists. Send a welcome letter to all new students and explain the benefits of membership. Contact student members directly before graduation, wherever possible, and contact accredited programs before graduation to promote AMI Professional membership.

GUIDELINES

In order to pass portfolio review, the applicant must achieve an average total score of 70 out of a possible 100 from the combined scores of all the judges. (See attached score sheet.) The committee does have the ability to accept as Professional members those applicants who do not score the required 70 points by a majority vote of participating judges. This has rarely been done and when done, always in a case where the applicant's score has averaged out to be 68 or 69 and the applicant clearly has the potential to improve in the future.

GENERAL POLICIES

In practice, the Chair can fulfill almost all of the required duties alone except for portfolio review. The committee Chair is a non-voting participant in the portfolio review process. The Chair participates in discussion and evaluation of the work, but does not score or judge the applicants.

All rejected Professional member applicants are counseled by the Chair and encouraged to remain with the AMI as Associate members, so that they may reapply in the future. Constructive criticism of their work is passed along so that they understand why they did not pass and how they can improve.

**SECTION XI
PUBLICATIONS**

Last Updated 2004

#7400 Newsletter Editor

HISTORY

The Newsletter Committee was established as a standing committee in 1981 with the Chair serving as Editor-in-Chief of the newsletter. It has evolved from a one-person endeavor to in-house departmental project to its current state of delegating some of the production to outside vendors. Currently, an outside art director is responsible for the layout and camera-ready mechanicals of each issue.

The AMI News has been redesigned, periodically, at the discretion of individual editors. In the interest of continuity and efficiency, a standardized document for design and layout was developed and currently exists on Mac PageMaker disks. It includes PageMaker templates and logos.

A Manual of Style & Guide to Production of the AMI News is in progress. It will include the structure of the Newsletter Committee, outlines of page design and standardized formats in line with the guidelines established by the Design Committee.

In 1984, the AMI News was authorized to solicit appropriate sources of advertising revenue to help defray publication costs. Towards this end, efforts have been made to maintain strict production deadlines, established in 1992, which advertisers could count on, in the hopes that this would increase ad purchases.

COMPOSITION

Five to ten members. In addition to the Editor-in-Chief, there is an Advertising Editor and one Feature Editor for each of the following: Winning Ways (which highlights Salon award winners), Studio Tips, Electric Pencil, Department Profiles, Sustaining Member Profiles, and Presidential Forum.

INTERFACING

The Editor-in-Chief with the past editor (critical for the transition), with the Executive Director, with the Newsletter Editorial Board, and with the Art Director/Designer.

DUTIES OF THE EDITOR-IN-CHIEF

- The departing Editor-in-Chief provides to the new Editor: 1. financial statements from the previous year and 2. protocol on publishing essential information, for example, when to publish the annual budget, election statements, etc.
- The new Editor-in Chief also receives from the departing Editor the master Pagemaker disks which hold the standardized design and layout of the AMI News, as well as the fonts.
- The new Editor receives from the Newsletter Editorial Board basic policy guidelines for the content of the News.
- The Editor-in-Chief appoints the Advertising and Feature Editors, and advises them of their responsibilities and sends them a list of procedures where applicable;

- Works with the Executive Director in hiring an outside art director;
Accepts items of interest, news of AMI members, reports of pertinent meetings, awards to medical illustrators, etc. for publication in the AMI News;
Solicits, or delegates to feature editor to solicit or write, articles for the News;
Coordinates production and printing of the News, usually six issues per year.

SPECIFIC PROCEDURES

The production of the AMI News usually goes like this: Material comes in to the Editor-in-Chief, either on disk, which can be entered directly onto the computer, or on paper. The latter must be typed into the computer. The Editor reviews all the material, categorizes the articles into the appropriate sections and determines what will go on the front page.

The Editor then edits and proofreads each piece. Since the News is based on four page blocks, length of articles may need to be reduced to fit certain spaces. When there are too many articles for a given category or space, choices are made on timeliness of the information. Unused material is given highest priority in the next issue.

The Editor then sends these edited choices as well as all submissions to the Newsletter Editorial Board for review. Upon its response, the Editor resolves differences, absorbs comments and makes changes.

The Editor then produces a rough layout, on PageMaker Template, with the final articles, windows for photos and art in place to determine the need for further cuts and adjustments. With experience, an editor can eventually make these judgements from the raw material.

The Editor then mails the written material to the art director/designer on whatever word processing files they use, plus original photos and art, with instructions as to page and category.

The Designer returns the first layout. The Editor proofreads and checks it, working back and forth on changes. The Designer sends the final layout to the Newsletter Editorial Board for final review and approval and then produces the final boards.

Currently, the Designer sends the camera-ready mechanicals to Headquarters. The Executive Director takes them to the printer and arranges for mailing. This arrangement is based on proximity of Headquarters to the printer and could vary. An electronic copy is sent to Custom Medical Stock Photo (CMSP) to appear on their electronic bulletin board.

Mechanicals are returned to the Editor-in-Chief for storage.

The Editor contacts the authors of material that was deemed inappropriate or too long. Using the form letter created for this purpose, the Editor offers an explanation and the opportunity to rewrite and resubmit the piece.

The Editor mails extra copies of the newsletter to relevant parties not on the mailing list, when appropriate.

TIMELINE OF DUTIES

Deadlines for submission of material...

Deadline for first editing.....days or dates.

Deadline for first Ed. Board review...about 3 days.

Deadline for designer's first layout...5 days.

Deadline for final review...

Deadline for final boards...

Deadline for final printing... mailing....

Spring Election Issue _ May 31: a) President-Elect's and BOG Candidates' portraits, statements and biographies; b) AMI Annual Financial Report and Treasury Board Statement; c) Vesalius Trust Scholarship recipients; d) Program-at-a-glance for the upcoming AMi conference; e) Notice regarding minutes of the Interim Board of Governors Meeting held in February; f) Calendar of Events.

Summer Conference Issue _ August 31: a) Presidential Address given at the recent AMI Conference; b) comprehensive coverage of the conference, including photos; c) Presentation Speech for the Lifetime Achievement Award recipient; d) Presentation Speech for the Broedel Teaching Award recipient; e) Presentation Speech for the Vesalius Trust Frank Netter Award recipient; f) Salon Award Winners; g) first instalment of the Winning Ways column; h) Calendar of Events.

Fall Vesalius Trust Issue_ November 30: a) Coverage of the Vesalius Trust Art & Anatomy Tour; b) Second instalment of Winning Ways; c) Feature Article; d) Notice regarding minutes of the Annual Board of Governors Meeting held in July; e) Calendar of Events.

Winter Feature Article Issue_ February 28: a) Full page advertisement for the upcoming AMI Conference; b) Feature Article; c) Third and final (for that issue number) instalment of Winning Ways; d) Calendar of Events.

Last Updated 2004

#7450 Newsletter Editorial Board

HISTORY

The Newsletter Editorial Board was established in 1990 to develop editorial policies and provide the Chief Editor with guidance in order to free the Editor for the task of editing and managing the publication of each issue.

COMPOSITION

Currently there are three co-chairs.

INTERFACING

Most closely, of course, with the Chief Editor and Newsletter staff. They may consult with any or all Association officers on matters of controversy.

DUTIES

Develop and revise editorial policies and procedures which are to serve as a guide for the Chief Editor and staff in meeting diverse informational needs of the membership.

Help the Chief Editor interpret existing policies and procedures.

Assure reasonable equal access as a forum for the expression of ideas.

Assist the Chief Editor in appointing section editors, feature editors and correspondents.

Review all the material considered for publication in the newsletter and the proposed content and layout of each issue.

Establish guidelines for special topic issues.

Monitor deadlines and resolve problems.

TIMELINES

The Editorial Board follows the timelines listed under the Newsletter Committee.

Last Updated 2004

#7500 Sourcebook Editorial Board

HISTORY

The Medical Illustration Source Book was conceived of by William Westwood in 1981 and through the support of many members of the AMI was originally mailed to 1,800 buyers of medical art as a 6"x9" black-and-white spiral. Bill writes in the AMI History, "the primary purpose was to get work for those who bought pages in it. Secondly, the Source Book was conceived to enhance the knowledge of and respect for the profession of medical illustration. Thirdly, if through accomplishing purposes one and two the AMI benefited by the Source Book, so much the better."

The Medical Illustration Sourcebook continues to be published by the AMI and is managed by the Sourcebook Editorial Board (SBEB). The SBEB is a standing committee of the AMI with full authority to set policy, pricing and philosophical direction for the publication, subject to final approval of the AMI Board of Governors. Currently, the MISB is released annually in partnership with Serbin Communications who is responsible for marketing, producing, printing and distributing.

COMPOSITION

Eight members: Editor (non-voting), SBEB Chair, five members and the Director of Marketing (hired member or employee of AMI management) The SBEB also includes the following ad hoc non-voting members: The AMI Executive Director and the AMI Treasurer.

The eight members serve a minimum of four years. To maintain continuity, no more than two seats may change in any one publication (edition) cycle. New members recommended and elected by the SBEB are subject to approval by the AMI Chair of the Board of Governors. The Chair of the SBEB will serve a maximum of three years.

INTERFACING

The Source Book Editorial Board interfaces with Public Relations, Professional Liaisons and the AMI Headquarters management staff.

DUTIES

Oversee the annual production, distribution, and fiscal activities of the Source Book in partnership with Serbin Communications, the current production company. The SB Manual of Procedures details the responsibilities of each member of the SBEB

GUIDELINES

The Sourcebook Manual of Procedures, June 1997, elaborates on the purpose, management structure, duties and timelines, content, fiscal management, grievance procedures for page buyers and collection of bad debts.

Appendices cover ISBN numbers, history of financial development, history of the SB and a list of documents available for discretionary review.

TIMELINE OF DUTIES

(See the Source Book Procedures Manual)

SOURCEBOOK CALENDAR

(Dates approximate) Please refer to the SB Manual for the most current timeline.

JANUARY

- Make sure all survey card info is entered in database.

FEBRUARY

- Set up meeting for editorial board (2) to review art before shipment to Hong Kong for separations
- Feb. – first week final art boards due at Serbin
- Review and page production concerns with Elizabeth Owen
- Work with Serbin Communications Designer to complete Front Matter and Cover design

MARCH

- Art boards shipped for separations
- March 22 - 1/3 payment due

APRIL

- Finalize strategy for mailing list qualification.

MAY

- Press proofs arrive to subscribers.
- Prepare/print direct mail promotion for new potential subscribers
- Begin examining delinquent payments/Final payment due with return of proofs

JUNE

- First week mail direct mail qualification for mailing list
- Second week letters to agency & design firms

JULY

- Prepare report to AMI Board of Governors
- Organize outstanding issues for editorial board meeting in August
- Call for subscribers printed and included in AMI Annual Meeting registration packages

AUGUST

AMI Meeting

- Evaluate final preparation of mailing list record update & review
- Final breakdown of qualifications and categories
- Send labels to Serbin for call for subscribers mailing of next edition

SEPTEMBER

- First week MISB in customs
- Mailing list for MISB completed at Serbin for distribution
- Books sent to subscribers with tear sheets
- Follow up any complaints about ads from subscribers
- Two mailings from headquarters:
 - AMI members procrastinators schedule
 - Survey SB subscribers
- Telemarketing begins at Serbin; furnish with marketing info ie. distribution of SB by category

OCTOBER

- Plan budget and mailings

NOVEMBER

- Update advertiser tracking chart and send to Serbin

DECEMBER

Last Updated 2004

#7600 Journal Editor

HISTORY

The Journal Committee has been a standing committee of the AMI. It is now called the Journal Editor Committee which differentiates it from #7650 Journal Management Board Committee. The AMI Editor serves under the Journal Board and is responsible mostly for content. For a complete discussion of policies, purpose, organization and responsibilities, see the 1993 JBC Procedures Manual.

COMPOSITION

This committee is composed of the Editor, who serves as committee Chair, an AMI Board Liaison, (currently an Associate Editor), Associate Editors (currently three) and members of the Editorial Review Board, (currently nine). The Editor is responsible for identifying and appointing members of the committee.

INTERFACING

With the Journal Management Board Committee

DUTIES

The Editor serves as one of three Associate Editors (with Co-editors from HeSCA and ABCD). The primary duties of the Editor and the Editor's committee include:

- Receiving, reviewing and processing submitted manuscripts
- Soliciting manuscripts for publication and art work for the JBC Cover and Gallery
- Assuring deadline compliance for all phases of publication
- Interacting with each other, the JBC Management Board and the Managing Editor as required.

TIMELINES

The Journal is published quarterly.

Last Updated 2004

#7650 Journal Management Board

HISTORY

The Journal Management Board Committee is concerned with the publication The Journal of Biocommunication (JBC). The JBC is published jointly by the AMI, the Health Sciences Communications Association (HeSCA) and the Association of Biomedical Communications Directors ABCD). The JBC is a scholarly publication intended to provide objective and useful information to the biocommunication community.

COMPOSITION

The composition of the committee is the AMI representative(s). Each organization participating in the JBC has one representative on the Board for every 200 subscribing members or fraction thereof, to a maximum of three representatives per organization. Representatives are selected by their organization for a three-year term. Replacements may be appointed to fill vacancies in terms. Individuals may serve more than one term. See JBC Procedures Manual, section II, management structure organizational chart.

INTERFACING

7600 Journal Editor Committee

DUTIES

Oversee the production, circulation and fiscal activities of The JBC in conjunction with the Journal Management Board and the Journal Editor. See JBC Procedures Manual, section IV.

GUIDELINES AND/OR SPECIFIC PROCEDURES

See JBC Procedures Manual, section VIII (Appendices), points A-J. Please refer to the latest (12/93) edition of the JBC Procedures Manual for comprehensive information on The Journal of Biocommunication.

TIMELINES

See JBC Procedures Manual, section VII (Appendices), point 1

SECTION XII: Meetings
Annual Meeting Committees:

Last Updated October 2009

#8100 Meeting Coordinator/Annual Meeting committee

HISTORY

This position typically oversees the general time line of meeting planning, and coordinates the activities of the different meeting committees. No two annual meetings are alike; neither are the events leading up to them, so there must be an understanding that a certain amount of flexibility in roles and duties may be necessary to accommodate the variability in each of our conferences.

COMPOSITION

A committee Chair; this person is the liaison for the meeting committees with the Meeting Planning Council (MPC), AMI HQ, management's meeting planner and the Executive Committee of the Board of Governors.

INTERFACING

With all Annual Meeting committees and with the Director of Meetings

GUIDELINES AND/OR SPECIFIC PROCEDURES

The Chair needs to emphasize to all Annual Meeting committees, the Director of Meetings and Headquarters, the interdependence of all involved. When this is not taken into consideration, other committees tasks are affected adversely. In 1992, for example, the time-frame s for the Salon Hanging Committee were compressed due to the tardiness of promotional mailings.

Each of the committees should receive the Manual entries of the others with instructions to note their own timelines and those of the other committees. These may not currently be in sync, as each entry was submitted separately. The Meeting Coordinator should review all of the timetables and interfaces and bring them into sync as soon as possible upon assuming this Chair.

DUTIES

Ideally, the Meeting Coordinator will volunteer or be chosen early enough to participate with other possible local volunteers in site selection visits by the MPC, AMI HQ and meeting planner, which take place a year and a half to two years prior to the actual meeting.

Arrange regularly scheduled conference calls between this Meeting Coordinator and all Annual Meeting committee Chairs. These could be on an escalating scale, for example, monthly earlier in the year and weekly the few months before the meeting, but whatever schedule is established, the regularity will assure that problems are recognized and resolved early and that committees work in conjunction with each other. It should also resolve the difficulties in trying to reach each other and calling everyone back. The rest of the charges for this committee need to be spelled out for this Manual.

As meeting volunteers come forward or are recruited, the Meeting Coordinator with help as necessary from the MPC, will determine which volunteers will be best for chair and co-chair of the meeting committees. It is critical that the Meeting Coordinator be familiar with the duties and time lines of all meeting committees, as well as aware of any special expertise or talents that will be necessary for committees to function properly. Other

committee positions that need to be filled early in the cycle are Program, Workshops, Techniques Showcase Meeting PR and Salon Judging. It has been shown that not all annual meeting volunteers need be local, however certain committees do benefit from having members close to the site, for example Salon Hanging.

The Meeting Coordinator will begin in the late Summer and early Fall before the meeting date, to keep in regular contact with the meeting committees by email, phone or conference call when necessary, and will take part in scheduled conference calls with the MPC. As meeting planning progresses, or when necessary, the Meeting Coordinator will take part in Exec. Committee conference calls.

In years when a special social event is planned the Meeting Coordinator may assist the MPC, meeting planner and AMI HQ with coordinating that function. The AMI Awards committee, President and Exec. Committee with the meeting planner are responsible for the content and planning of other meeting social and business functions.

TIMELINE OF DUTIES

1 ½ – 2 Years prior to meeting date:

- Review MPC's document containing annual meeting site criteria and if possible, coordinate with MPC, AMI HQ, meeting planner for site visit

1 ½ Years prior to meeting date:

- Begin meeting PR cycle and work with Program chair to create a page advertising the upcoming meeting for the current meeting's program brochure.

1 Year prior to meeting date at Annual Meeting (in coordination with Program chair, if they have been identified):

- Make presentation advertising upcoming meeting at one of the AMI social/business events
- Begin recruitment of meeting volunteers

Fall of year prior to meeting date:

- Begin assigning chair and co-chair positions for meeting committees
- Begin regular communication with meeting committees and as necessary, those AMI standing committees involved with meeting functions, i.e. Prof. Exhibits and Awards
- Begin participating in monthly MPC conference calls and Exec. Comm. calls as necessary
- Begin monitoring time lines for various meeting committees and assist where necessary, making sure that meeting committees are coordinating and sharing information with each other as needed. If necessary, communicate problems, concerns with AMI HQ, MPC and meeting planner.
- Work with meeting committees and meeting web site developer to create content for Welcome, Highlights and local information pages

January before meeting date

- Continue monitoring time lines and assist where necessary
- Make committee report for AMI BoG Interim meeting

Spring before meeting date

- Continue monitoring time lines for various meeting committees and assist where necessary, making sure that meeting committees are coordinating and sharing information with each other as needed, particularly for PR efforts with the Program brochure, which will begin at this time. If necessary, communicate problems, concerns with AMI HQ, MPC and meeting planner.
- Continue participating in monthly MPC conference calls and Exec. Comm. calls as necessary

During the meeting

- Monitor problems or concerns and assist AMI HQ and meeting planner when necessary
- Make morning announcements
- Have a good time and go on vacation afterwards!

Last Updated January 2009

#8150 Meeting Finance

HISTORY

COMPOSITION

INTERFACING

DUTIES

GUIDELINES AND SPECIFIC PROCEDURES

TIMELINES

OTHER

Last Updated January 2009

#8250 Student Volunteers

HISTORY

2003

2004

2005

2006

2007

2008 - 18 work study students (location?)

COMPOSITION

This committee requires a Chair, Vice Chair, and two additional members to meet the necessary responsibilities of organizing the students. The Chair of this committee should enjoy working with students and is eager to develop a relationship that encourages the students' participation.

INTERFACING

Each 'Annual Meeting' Committee Chair that requires work study assistance

DUTIES

- Encourage and coordinate the Graduate Medical Illustration Students to participate in the work-study program during the Annual Meetings of the Association.
- The chair of this committee is responsible for communication between the work study students and the committee chairs that will utilize the assistance of the students during the meeting.
- Develop a schedule during the meeting that assigns the appropriate number of hours to each work-study student.

GUIDELINES AND SPECIFIC PROCEDURES

Procedures and timelines for student workers: ??

TIMELINE OF DUTIES

By the Annual Meeting

1. Send recruitment letter and applications to students enrolled in schools providing education in medical illustration.
2. The chair contacts meeting coordinator as well as various committee chairs in order to determine the jobs needed for students.
3. Interested students return the completed application with availability of time and job preferences.
4. The deadline for the application is late spring/early summer.
5. In early summer, a schedule is created for each student, and each student has the opportunity to review the schedule.
6. The schedule is also reviewed by the committee chairs who requested student help.
7. Prepare an individual schedule and send to each student.

Immediately following the Annual Meeting

1. Students must be informed that they must send their signed and approved schedule of hours form to the AMI office in order to receive payment for the work. Each student is paid \$10/hour with a maximum of 12 hours.

Last Updated October 2009

#8300 Program Committee

HISTORY

This committee has the task of arranging presenters for the plenary and concurrent sessions of the annual meeting, ensuring as much as possible that there is a balance of art, science and business offerings in the schedule, while keeping in mind the program budgets.

Prior MoP entries have had this committee responsible for meeting planning, PR and design coordination as well as being a member of an overall Meeting Planning Committee that also included the chairs of the Host, Workshop, and Pre- and Post-program chairs.

COMPOSITION

Chair and Co-chair plus several members, including the Chair from the previous year.

Ideally, the Program chair will volunteer a year and a half prior to the meeting, and will help the Meeting Coordinator with very early meeting PR efforts.

INTERFACING

The Program Committee works closely with all of the Annual Meeting committees, Host, Person-to-Person, Workshops, Technique Boutiques, Salon, Publicity and Vesalius Trust and, of course, with the Director of Meetings and Executive Director.

DUTIES

One of the first tasks will be assisting the Meeting Coordinator in the creation of a page advertising the upcoming meeting for the current meeting's program brochure.

The process of contacting possible speakers can begin in late Summer or early Fall. An end of December deadline for making applications to the Vesalius Trust for grant monies makes it imperative that all or most non-AMI member speakers be lined up by late Fall/early Winter. AMI member plenary and concurrent speakers are not paid, however workshop presenters are compensated. The Program committee will work on a "Call for Papers" statement with the meeting PR committee that will go out in late Summer/early Fall, with a December deadline for submissions. Ideas for presenters may also come from a meeting survey. Presenter bios., photos, talk abstracts and other relevant information should be gathered and forwarded to the PR committee for inclusion on the meeting web site and in the printed program.

The Chair will liaison with the Meeting Coordinator, AMI HQ, management's meeting planner, and the Meeting Planning Council (MPC). When possible, the Program committee should coordinate Workshop, Program and Technique Showcase offerings to offer the most educational and balanced schedule.

The MPC will provide the Program committee with its budgets for the non-AMI speaker honoraria and travel expenses and the program AV needs. Keeping in mind the restrictions on the amounts that can be offered for honorarium and travel set by the MPC, the Program committee will make the initial negotiations with non-AMI member speakers concerning their compensation. AMI HQ and the MPC are to be kept informed

of these proposals. Speaker contracts and payments will be handled by AMI HQ, and AV, meeting room assignments and food and beverage orders will be coordinated by the meeting planner. It is crucial to keep in mind the program budgets when putting together the program, since it can't be assumed that requests for funding from the Vesalius Trust or the Board of Certification of Medical Illustrators will be granted, or sponsorship money will be available.

The Program Chair will keep in regular contact with the Meeting Coordinator and other meeting committees via regular conference calls, email, etc. The MPC will hold regular conference calls with the meeting committees in order to

As speakers are lined up, the Program committee will need to start working with the MPC on a program schedule. Traditionally the schedule goes through a number of revisions for a variety of reasons and the number of days for program content may change from year to year.

TIMELINE OF DUTIES

1 Year prior to meeting date at Annual Meeting (in coordination with Meeting Coordinator if they have been identified):

- Make presentation advertising upcoming meeting at one of the AMI social/business events
- Begin recruitment of meeting volunteers

Late Summer/early Fall of year prior to meeting date:

1. Work with meeting PR team on "Call for Papers" statement.
2. With suggestions for speakers from AMI members, prior meeting evaluations etc., begin contacting possible non-AMI member and AMI member presenters.
3. Get Program budgets from MPC
4. Begin regular communication with meeting committees, especially Workshops and Techniques Showcase
5. Begin participating in monthly MPC conference call as necessary. Coordinate with AMI HQ and meeting planner as needed.
6. Work with meeting web site developer to develop content for Welcome, Highlights and local information pages

Fall of year prior to meeting date:

- Continue contacting possible presenters and begin putting together Vesalius Trust grant requests, keeping in mind that various holidays will impact this time in the meeting planning process.
- Begin gathering speaker abstracts, bios., and photos for use by the meeting PR committee.
- Work with PR teams on early meeting PR efforts.
- Coordinating with the MPC, begin putting together preliminary program schedule, which can be used in the committee report for AMI BoG Interim meeting in Feb.

January/February before meeting date:

- By the end of Feb., the Program chair should hear from the Vesalius Trust about the results of grant requests. If the request is granted, the check is sent to the Program chair, which will be forwarded to AMI HQ.
- Make committee report for AMI BoG Interim meeting
- Keeping in mind the program AV budget, begin gathering AV needs/requests from speakers and forward to meeting planner.

Spring before meeting date:

- Continue working on program schedule and forward changes as soon as possible to the meeting PR committee for inclusion in the program booklet
- Continue participating in monthly MPC conference calls as necessary, and coordinate with meeting committees.
- Send request to current BoG members asking them to sign up to make speaker introductions.

During the meeting:

Monitor problems or concerns and assist Meeting Coordinator, AMI HQ and meeting planner when necessary
Have a good time and go on vacation afterward!

Appendix 1

**Vesalius Trust Grant Guidelines for the AMI Program Committee
(added January 2004)**

- About the Trust
- Overview of Grant Application Process
- Where to Get Information- Contact, Questions, Forms
- Application Considerations

Last Updated July 2004 77 Association of Medical Illustrators Manual of Procedures
• Application Form & Sample

About the Trust

The Vesalius Trust was established in 1988 as a non-profit public foundation with a mission to provide leadership for the advancement of education and research in visual communication for the health sciences. Founders of the Trust had a vision to advance medical and scientific knowledge by facilitating dissemination of information through effective visual communication.

Overview of Grant Application Process

Completed Grant Application Forms (either printed or digital) must be received at the Vesalius Trust office by **January 13, 2004**. The applications will be reviewed at the Vesalius Trust's Annual Board Meeting by *February 9th*. Funding support or denial will be communicated to the applicants immediately after the Board Meeting. The Trust will stipulate that the AMI announce the Trust's support for the activity in the meeting program, introduction and signage. After the meeting, a simple report, summarizing the attendee's evaluations, should be sent to the Trust.

Where to Get Information

Vesalius Trust
20751 West Chartwell Drive
Kildeer, Illinois 60047
(847) 540-8671
email: vesaliustrust@aol.com
www.vesaliustrust.org/

To obtain application forms, visit the Vesalius Trust website (above) and download an educational grant application. If you have questions about the forms or process, please call Lisa Warren at the number above. Mail or e-mail the forms to the Vesalius Trust, so they are received by January 13th.

Application Considerations:

The Vesalius Trust's yearly budget is determined at its Interim Meeting the summer before. Funding levels are set and the budget is partitioned based on the Trust's goals and resources available. *The volatility of the investment markets has sometimes required the Trust to be conservative with its budget.* The Trust usually receives more applications than it has funds to support and the applicants are competing against one another.

A significant portion of the Trust's funds are restricted funds, the donors stipulated the money be used for a defined purpose, such as student scholarships, and cannot support educational activities. Others restricted funds are very appropriate for meeting events, but are targeted to specific subjects. For example, the Ernie Beck Fund supports educational activities dealing with Ethics. That might include artists rights issues, plagiarism or copyright problems, and some business and legal issues.

Some of the factors the Vesalius Trust Board uses to determine whether to support one activity over another have been:

1. An activity that will reach a broader audience (for the AMI, this has sometimes

meant supporting plenary sessions over concurrent and workshops).

2. A worthy activity that would otherwise be unavailable without the support.

3. Workshops are usually not funded, because they should support themselves with the interests and need of participants.

Applications for audiovisual support should be included as an expense for an individual activity and not submitted as a lump sum for the entire meeting. The Vesalius Trust would like to consider the merits of each individual activity.

Last Updated October 2009

#8400 Workshops

HISTORY

The number and days of workshops has varied through the years. In the past, the AMI meeting has had two days of workshops. Currently, mostly due to cost considerations, the workshops are held on one day.

COMPOSITION

Workshop Chair and Co-chair and committee members as recruited. Ideally, one member should be local to the meeting site, but this is not absolutely necessary.

DUTIES

- Provide specific educational opportunities for members and non-members at the time and site of the Annual Meeting.
- Work with the Continuing Education Committee to assure the suitability of workshop offerings for CE credits in Art, Biomedical Science and Business categories.
- Work with the Techniques Showcase and Program chairs to see if workshop speakers may also be considered as presenters for one or both of those events. Work with the TS chair on any similar hardware or software needs.
- Work with the Corporate Sponsorship committee on possible Educational Sponsorship opportunities.
- Provide Meeting PR Web and Print chairs with workshop schedule, descriptions, speaker bios., head shots in time for their inclusion in those documents.
- Participate in Meeting Planning Council (MPC) conference calls as necessary.
- Keeping in mind the restrictions on the amounts that can be offered for honorarium and travel set by the MPC, (see below) the Program committee will make the initial negotiations with non-AMI member speakers concerning their compensation. AMI Exec. Dir, Meeting Planner and the MPC are to be kept informed of these proposals. Speaker contracts and payments will be handled by AMI HQ.
- Likewise, initial contact may be made by the Workshop committee regarding possible workshop venues, for example computer labs or sites for drawing classes. However final negotiations, contracts and payments will be made by the AMI's Exec. Dir. Or meeting planner.

GUIDELINES

Workshops do not have a line item in the meeting budget. The actual costs of putting on a workshop (honorarium, supplies, lab rental, transportation, etc.) determine the fees charged for each workshop.

AMI member presenters may be paid an honorarium of \$150 for a half day workshop, or \$300 for a full day workshop. There is no compensation for travel, lodging or food.

Non AMI member presenters may be compensated up to \$1000. Coach fare travel (\$400 maximum) and one night's lodging is covered at no more than the price for a room at that year's meeting hotel.

Workshops on some aspect of computer graphics should be offered every year.

If the meeting is on a university campus, there may be more than one computer lab available, typically in the Art or IT department. Should additional software or software updates be required, first check on policies regarding loading software on university equipment. If it is allowed, we have often been able to get in kind support from various software vendors. This may be coordinated with the Corporate Sponsorship committee.

When meetings are held at a hotel, finding computer labs is more of a challenge, and may require transportation to the site, which adds to the costs. Computer rental costs at hotels are extremely high, so we do not attempt to bring in equipment. There may be local schools or universities that will rent lab space.

Biomedical science workshops are also very popular, but can be hard to set up; particularly those covering gross anatomy and/or dissection. However, often a good lecture review can do just as well.

TIMELINE OF DUTIES

Late Summer/early Fall of year prior to meeting date:

- Work with Program chair and meeting PR team on "Call for Papers" statement
- With suggestions for speakers from AMI members, prior meeting evaluations etc., begin contacting possible non-AMI member and AMI member presenters.
- Begin to identify possible workshop venues
- Begin regular communication with meeting committees, especially Techniques Showcase and Program
- Begin participating in monthly MPC conference call as necessary.
- Work with meeting web site developer to develop content for Highlights page

Fall of year prior to meeting date:

- Continue contacting possible presenters, keeping in mind that various holidays will impact this time in the meeting planning process. Begin gathering speaker

abstracts, bios., and photos for use by the meeting PR committees. Work with PR teams on early meeting PR efforts.

- Coordinating with the MPC, begin putting together preliminary workshop schedule, which can be used in the committee report for AMI BoG Interim meeting in Feb.
- Begin finalizing workshop venues and provide initial contact and negotiation information to AMI Exec. Dir., Meeting Planner and MPC

January/February before meeting date:

- Make committee report for AMI BoG Interim meeting
- Begin gathering AV needs/requests from speakers and forward to meeting planner.
- Provide all information on workshop costs to Exec. Dir., Meeting Planner and MPC so that workshop registration fees can be calculated.

Spring before meeting date:

- Provide finalized workshop schedule to the meeting PR committee for inclusion in the program booklet
- Provide workshop descriptions and speaker bios. to the Cont. Ed. Committee so they can assign CEUs
- Continue participating in monthly MPC conference calls as necessary, and coordinate with meeting committees.

On the Workshop Day:

- Monitor problems or concerns and assist Meeting Coordinator, Exec. Dir. and Meeting Planner when necessary. Assign student volunteers as necessary at various workshop sites
- Have a good time and go on vacation afterward!

Last Updated 2004

#8450 Techniques Showcase (combines Traditional and Digital in one committee)

HISTORY

The Techniques Showcase is a series of demonstrations of illustration techniques (generally six to seven). Most presentations are given by AMI members; Some are given by commercial or fine artists. Occasionally there are demonstrations given by vendors promoting a product. The Showcase aims to feature a variety of media and styles. Due to AMI membership feedback, the Showcase avoids a trade show atmosphere (commercial exhibitors). The committee # and name changed to Traditional Techniques in 2006.

As more members have become involved with computer graphics, a need has arisen for specific advise and problem solving in addition to keeping up with the latest software. The Techniques Showcase digital section offers many opportunities to ask questions, view software programs in person, and some hand-on trials.

As of 2009, the traditional techniques and digital techniques committees are joined into one committee termed the Techniques Showcase.

COMPOSITION

Two Committee Chairs, one is directed towards the traditional techniques while the other is directed towards the digital techniques.

INTERFACING

The Techniques Showcase Chair works with the Program and Workshop committees, to coordinate who will be contacted to give demonstrations. (Some AMI members are asked to participate in several parts of the meeting.) An attempt is made to carry out the theme of the meeting.

Both chairs work with each other in regards to the digital vs. techniques presenters to ensure that all work is distributed equally and is accomplished in the most efficient manor.

DUTIES/SPECIFIC PROCEDURES

- Decide on topics for demonstrations and contact individuals to give the demonstrations.
- Request a list of art supplies that the demonstrator wants to have available for the demonstration. Where possible, try to arrange for participants to provide for their own needs. Forward this list to the Fundraising Chair who obtains materials for the meeting.
- Suggest appropriate sponsors for demonstrations and work with the Fundraising Chair to obtain corporate sponsors.
- Ask each presenter if he or she has any special needs for equipment. Items requested in the past have included light box, lamp, microscope and, most frequently, an air compressor. The Chair of the Host Committee is the best person to contact for obtaining these items. Usually the Host brings the requested items to the meeting.
- Distribute art materials and equipment to the demonstrators at the meeting.
- Work with the Director of Meetings and the computer section Co-chair to determine

a room layout for the demonstrations.

- Solicit biographies of each demonstrator and a synopsis of each presentation. Forward this information to AMI Headquarters.
- Obtain from demonstrators any handout material and forward this to AMI Headquarters for photocopying.

GUIDELINES

The Techniques Showcase Chair gives guidance to the presenters by suggesting art samples for display, appropriate handout material and demonstration techniques. It is a good idea to call presenters prior to printing of the on-site program because someone always seems to cancel their demonstration and no one ever tells the Techniques Boutique Chair that they will not be giving a demonstration.

TIMELINES (Traditional)

Early Fall:

Communicate with the Program and Workshop Chairs to coordinate who to contact.

Two months before the Interim Board Meeting (shortly after Thanksgiving):

Start calling potential presenters. People don't always want to make a commitment about giving a demonstration at the time they are asked. You need time to contact an alternate if your first choice for a presentation is not willing or able to participate.

By the Interim Board Meeting:

Have all presenters confirmed

By the annual meeting:

Have all arrangements for materials and equipment confirmed.

TIMELINES AND SPECIFIC PROCEDURES (digital)

End of March-beginning of April

Start looking for presenters by calling and writing people in the AMI who presented the previous year. Contact members who might be interested based on any notoriety they may have gained in the last two or three years. Contact a few local people who are not AMI members, but have skills that might be of interest to the membership. This process seems to take about two months to around the end of May.

End of May

Call and firm up the list of presenters. Follow up with a letter to confirm with them their interest and find out their specific equipment needs.

Next month or so

Line up the equipment requested. Look for any places to borrow or somehow acquire the needed equipment. Everything needs to be lined up by approximately the beginning of August in order to deal with any last minute details.

Last Updated October 2009

#8500 Salon Hanging (updated October 2009)

HISTORY

The Salon Hanging Committee is a sub-committee under the Professional Exhibits Committee (see #3500) which is the overall administrative body for policy-making for judging (see #8550) and hanging of the Salon. The character and nature of this committee has been defined by constantly changing innovations and procedures. During the last two to three Salons, a more defined set of procedures has materialized. In 1991 the Salon Committee was split into two committees: the Salon Hanging Committee and the Salon Judging Committee. In 2008 the Salon Hanging Committee responsibilities were divided among two separate committee chairs that work together but that have individual responsibilities: the Traditional Salon Hanging Committee Chair and the Digital Salon Hanging Committee Chair (See Professional Exhibits (#3500) appendix for additional history of the salon).

COMPOSITION

The Salon Hanging committee is composed of two Chairpeople (one Traditional Salon Hanging Committee Chair and one Digital Salon Hanging Chair), paid student volunteers and an additional AMI Professional member volunteer to assist in coordinating the setup onsite is recommended.

DUTIES

- The Hanging committee is the on-site committee responsible for cataloging, storing, handling, processing, transporting, hanging and returning member's entries.
- They must coordinate set-up (floor plan) and take-down of panels (with the Meeting Coordinator and exhibit house), on-site A/V (animation/video) and special electrical support.
- The Hanging committee is also responsible for coordinating the installation of the special exhibits.

INTERFACING

Professional Exhibits chair, Salon Judging chair, Salon Awards chair, Executive Director, Director of Meetings, Meeting Coordinator and Meeting Host

Checklist for Traditional Salon Hanging (Still Media)

8-9 months prior to meeting:

1. Review MoP for Salon Hanging #8500.
2. Contact Professional Exhibits Chair for guidelines and recommendations and possible improvements on the upcoming salon.
3. Contact past salon hanging chairs for any suggestions drawn from the previous years' meetings.

4. Contact Salon Judging Chair to discuss any pertinent issues.
5. Contact Meeting Host, Meeting Coordinator and Director of Meetings.
6. Review/discuss salon space with Meeting Host and AMI Headquarters.

7-8 months prior to meeting:

7. Begin forming hanging committee (coordinate student volunteers' hours with Student Volunteer Chair).
8. Complete Board report outlining current activities for AMI Board of Governors Interim meeting (usually held in February)

3-4 months prior to meeting:

9. Confirm with Director of Meetings: style, number (e.g. 44 4'x8' panels) and color of panels, "ship to" address (for entrants to send their pieces), storage and insurance issues, student reimbursement policies and procedures.
10. Plan for secure locked room for the following categories: Animation, Interactive Media, Fine Art, 3D sculpture and Book categories.
11. Consider viewing salon site and formulate panel set-up. (This will be restricted to what will be allowable by the Fire Marshall and will vary from site to site.)
12. Coordinate budget with Director of Meetings.

3-4 weeks prior to meeting:

13. Receive excel spreadsheet of entries from AMI Headquarters or Vanessa (AMI Headquarters should check spreadsheet for completeness before it is forwarded to the committee chair).
14. If possible, begin the cataloging process as artwork is delivered. If committee members are not on-site then they can plan to arrive to do the cataloging process about 3 days prior to the day of Judging, which usually occurs on the Wednesday prior to the meeting start.
15. Form a group of two to three that will be in charge of the cataloging procedure. Materials needed: Velcro, packing tape, pens and markers.
16. Open package, check contents for completeness. Entries should come with Velcro already attached.
17. Mark entrant's box (package) with last name, first initial and store.
18. Crosscheck Title and Category of Entry.

19. Crosscheck that entrants have submitted **no more than 2** pieces across all categories (including contributors in digital categories). In cases where entrants have not followed this rule: contact entrants who have submitted more than 2 entries and have them decide on which entries to remove their name.
20. Check off entry on Excel spreadsheet.
21. Indicate on Excel spreadsheet that entry includes all components: Artwork with salon label on back, salon label for wall mounted on heavy cardstock, matboard or foamcore, CD should include jpg of artwork for Awards powerpoint presentation, jpg for website and thumbnail for website.
22. Stack and organize artwork in their respective categories for Hanging.
23. Alphabetize and put CDs containing jpeg files in pile for Awards Chair.
24. Alphabetize and put Permissions release forms in pile for HQ to store.

Checklist for Digital Salon Hanging (Animation and Interactive Media categories)

3-4 months prior to meeting:

1. Discuss computer platform, software requirements with Director of Meetings and Meeting Hosts

3-4 weeks prior to meeting:

2. Receive excel spreadsheet of entries from AMI Headquarters (AMI Headquarters should check spreadsheet for completeness before it is forwarded to the committee chair).
3. Receive digital entries on CD and DVD by deadline.
4. Review all entries to make sure they are fully functional. Salon Hanging Committee chair **does** have the authority to disqualify any entry that is not fully functional (please inform the PE committee prior to notifying the entrant of their disqualification). There will not be a refund of the entry fee.
5. Process animations that are too big and incorrectly compressed (use H264 codec) for display and judging.
6. Crosscheck Title and Category of Entry.
7. Check off entry on Excel spreadsheet.
8. Indicate on Excel spreadsheet that entry includes all components: Artwork with salon label on back, salon label for wall mounted on heavy cardstock, matboard or foamcore, CD should include jpg of artwork for Awards PowerPoint presentation, jpg for website and thumbnail for website.
9. Alphabetize and put CDs containing jpeg files in pile for Awards Chair.

10. Alphabetize and put Permissions release forms in pile for HQ to store.
11. Pre-judging: Compile all entries onto DVDs and send to the Judging Chair who will send to assigned judges for review of the animation and interactive media categories at least 2 weeks prior to the start of the meeting.
12. Compile all animation and interactive media entries onto DVDs and bring to meeting on Monday or Tuesday prior to the meeting. All entries must be installed and running properly by Tuesday evening prior to judging on Wednesday.
13. **NOTE:** Some meetings will have custom display setups and processes will vary to accommodate display mode used at that year's meeting.

Day of set-up (entire committee):

1. Load artwork and empty boxes and transport to site.
2. Hang Salon artwork (3-4 pieces per panel)
3. Place artwork in their general areas. All entries should have Velcro attached by entrant, attach Velcro where needed.
4. Attach Post-It notes on artwork and labels to cover names for judging

Day of judging:

5. After judging, remove Post-It notes.
6. Deliver all CDs that contain the jpeg files to Awards Chairs so that they can create Powerpoint slide show for Awards banquet.
7. Deliver all copyright permissions forms from HQ for storage.
8. Deliver all CDs that contain the jpeg files to Awards Chairs so that they can create PowerPoint slide show for Awards Banquet. Awards Chair will deliver files created for the website to the volunteer on the web committee who will process award winning entries for the website gallery section.
9. Deliver all copyright permissions forms to HQ for storage.
10. Give books that have not been picked up by entrants to the Vesalius Trust for next year's auction.
11. Give box of original CDs/DVDs from the Animation and Interactive entries to meeting coordinators to ship to Archive Committee Chair:

Annemarie B. Johnson, CMI
Wake Forest University School of Medicine
Biomedical Communications
Medical Center Blvd.
Winston-Salem, NC 27157
Phone (910)716-3986 Fax (910)716-2808
E-mail: ajohnson@wfubmc.edu

Salon Takedown:

12. Create a committee of 3-4 to check out artwork. Use student volunteers as much as possible. Coordinate student volunteer needs with Student Volunteer committee chair.
13. Arrange boxes alphabetically in storage area for retrieval by entrant's during salon take-down.
14. Pack entries that need to be shipped back to entrant (must have prepaid return Fedex or UPS label). The Director of Meetings or an on-site volunteer will ship any unclaimed art. Unclaimed artwork that does not have a prepaid return label will be discarded.
15. Make sure box of original CDs/DVDs from the Animation and Interactive entries has been delivered to meeting coordinators to ship to Archive Committee Chair:

Annemarie B. Johnson, CMI
Wake Forest University School of Medicine
Biomedical Communications
Medical Center Blvd.
Winston-Salem, NC 27157
Phone (910)716-3986 Fax (910)716-2808
E-mail: ajohnson@wfubmc.edu

Appendix A

Checklist for Supplies (Day of Salon Hanging)

- Velcro tape and dots (lots of it)
- Sharpies, pencils and pens
- Scissors
- Packing tape
- Double-sided tape

Appendix B
SALON CATEGORIES

PROFESSIONAL CATEGORIES	STUDENT CATEGORIES
<p>A. Instructional Color B. Instructional Continuous Tone C. Instructional Line D. Editorial E. Advertising F. Marketing / Promotional G. Medical-Legal H. Animation H-1 Advertising/Marketing/Promotional H-2 Instructional H-3 Medical Legal H-4 Simulation/Visualization H-5 Broadcast/Film I. Interactive Media I-1 Instructional I-2 Catalogue/E-commerce I-3 Health Promotion/General Interest I-4 Haptic/VR I-5 Entertainment/Recreational J. Three-Dimensional Models K. Fine Art L. Illustrated Medical Book L-1 Atlas L-2 Reference / Clinical text L-3 Nursing / Allied Health Professional text L-4 College / High School / Elementary Science text L-5 Children's text</p>	<p>M. Instructional Tone N. Instructional Line O. Instructional Color P. Editorial Q. Advertising R. Projection Media S. Interactive Media T. Animation</p>

Last Updated October 2009

#8550 Salon Judging

The Salon Judging Committee is a sub-committee under the Professional Exhibits Committee (see #3500) which is the overall administrative body for policy-making for judging and hanging (see #8500) of the Salon. The history of AMI salon judging reflects the growth and maturity of the profession. (See appendix A)

COMPOSITION

A Chair and twelve to eighteen judges.

DUTIES

- Evaluate and make recommendations on the various categories of the Salon.
- Judge the Salon prior to the start of the Annual Meeting and report the results to the Awards Committee.

INTERFACING

The Chair interfaces with the Salon Hanging, Host, Awards, and Professional Exhibits committees in addition to the Director of Meetings.

TIMELINES

January-February: Contact professional AMI members and invite them to be Salon judge. (The more judges you have, the better off you will be. Sometimes people don't show up on judging day for various reasons.)

May-June: If prejudging for the animation and interactive categories will be done, get the files from the Hanging committee and send them out to your judges along with the scoring sheets for them to use.

July: Make contact with all your judges one more time to confirm they will still be present and tell them where and when to meet. Send the confirmed judges the "Guidelines" before the annual meeting. You may want to take copies of it with you to remind judges of their goals and purpose.

At the meeting: Meet with the judges for a last minute review and for grouping into mini-panels on the morning of the Salon judging.

Be available to answer questions during the judging process and tally the results.

GUIDELINES AND SPECIFIC PROCEDURES

The "Guidelines for Judges" in Section XV, Supplementary Documents, was prepared for the meeting in Chicago in 1992, used in Denver in 1993 and updated in 2009. (A copy of this document with recent (2009) additions follows.)

SALON CATEGORIES

PROFESSIONAL CATEGORIES	STUDENT CATEGORIES
<p>A. Instructional Color B. Instructional Continuous Tone C. Instructional Line D. Editorial E. Advertising F. Marketing / Promotional G. Medical-Legal H. Animation H-1 Advertising/Marketing/Promotional H-2 Instructional H-3 Medical Legal H-4 Simulation/Visualization H-5 Broadcast/Film I. Interactive Media I-1 Instructional I-2 Catalogue/E-commerce I-3 Health Promotion/General Interest I-4 Haptic/VR I-5 Entertainment/Recreational J. Three-Dimensional Models K. Fine Art L. Illustrated Medical Book L-1 Atlas L-2 Reference / Clinical text L-3 Nursing / Allied Health Professional text L-4 College / High School / Elementary Science text L-5 Children's text</p>	<p>M. Instructional Tone N. Instructional Line O. Instructional Color P. Editorial Q. Advertising R. Projection Media S. Interactive Media T. Animation</p>

Last Updated October 2009

JUDGING GUIDELINES

Goals and Purposes

- The purpose of an award is to acknowledge work that best reflects the ideals and high standards of the profession.
- The purpose of the evaluation procedure is to efficiently select the most qualified and significant pieces of artwork in each category.
- The selection process is designed to be impartial, unbiased and equitable.
- The goal is to evaluate an illustration based on objective criteria from problem-solving, rendering skill and aesthetic appeal, rather than subjective impressions.
- The judging criteria attempt to reflect the ideals of the profession that make medical illustration unique in the field of visual communication. Heavy emphasis is placed on problem-solving, visualization and accuracy of medical subject matter in addition to visual impact and technique.

Awards

A two-tiered award system will be used during judging.

AWARD OF EXCELLENCE

To be given to artwork that has met the *highest standards* of the profession. More than one AWARD OF EXCELLENCE may be granted by the judges.

AWARD OF MERIT

To be given to artwork deserving *special recognition of achievement*. The judges may grant multiple AWARDS OF MERIT.

It is not necessary to designate AWARDS OF EXCELLENCE or AWARDS OF MERIT for every category, if the judges do not feel that the entries attain the standards deserving of an award. This is left to the discretion of the judges.

Anonymity

- An attempt will be made to keep the artists anonymous by covering the artists' signatures on printed work and asking that digital entries be submitted without credits for judging. (A credited copy may be used for the Salon opening and display.)
- The identity of judges on individual scoring sheets will also remain anonymous.

Identification

- All work to be judged has an individual code number based on the category and item number. This number must be entered at the top of each scoring sheet by the judge.

GUIDELINES FOR SELECTING JUDGES

- 1- Get started as early as possible. This process takes longer than you would think.
- 2- A minimum of 18 judges is suggested, 21 is optimal. If you can get more than 21, all the better.
- 3- Keep in mind that each year a few judges will end up backing out for various reasons, usually pretty close to the meeting date; therefore, having backups is a wise precaution.
Have maybe 2-3 people locally that you know will be at the meeting that can step in to judge in an emergency.
- 4- Try not to serve as a judge yourself unless absolutely necessary. You will be busy enough on judging day.
- 5- Use a variety of communication mediums to contact people about judging. New networking sites such as Facebook and Twitter are excellent resources.
- 6- Potential judges should meet the following requirements:
 - A- Must be attending the meeting
 - B- Must not have scheduling conflicts on the day of judging. Since judging is typically all day Wednesday, this would exclude people who plan to take workshops and those serving on the Board of Governors (the BOG meeting is an all-day Wednesday affair). The exception is for those who prejudge (if prejudging is done). These individuals can take a ½ day workshop and still participate in the judging.
 - C- Must be members of the AMI
 - D- Should be qualified to judge the categories to which they are assigned to judge
- 7- Judges can enter work in the salon but cannot judge the categories in which they have entered work. You will have to factor this in when forming judging groups and assigning categories.
- 8- Judges who are faculty members at the medical illustration programs should not judge student categories.
- 9- Make sure that the judges know up front what day the judging is and how long it will take (typically all day) so that they will not sign up for workshops if they have not already done so.
- 10- Judges are eligible to receive 50 Fellow points for doing this job. (Just a little incentive.)

GUIDELINES FOR SALON PREJUDGING

The professional and student animation and interactive categories currently are the only categories eligible for prejudging.

In the past, individuals assigned to judge animation and interactive categories have been hard-pressed to get them judged by the end of the day on judging day since these categories require so much more time to adequately review. Prejudging animation and interactive entries is meant to save time on judging day by having the judges in those categories review the entries prior to the meeting. Each such judge will be able to review the entries in his/her assigned categories in the week or two prior to the meeting and then fill in the appropriate score sheets. On judging day at the Salon, these judges need only discuss their results with the others in their assigned groups and decide on the award winners. This only takes about an hour to do, making their days shorter and your job much less stressful.

This was the prejudging process in 2009. The PEC hopes to implement new online procedures in the next year or two for entry submission and prejudging.

Suggested steps for the prejudging process are outlined below:

- 1- Obtain DVDs from the digital salon hanging committee chair:
 - 1 DVD with student animation entries
 - 1 DVD with student interactive entries
 - 1 DVD with professional animation entries
 - 1 DVD with professional interactive entries

- 2- Obtain PDF files of all the salon display labels for the entries in those categories from the digital salon hanging committee chair.

- 3- If it is not already done, "anonymize" the display labels by blacking out the artist, art director, and company.

- 4- Prepare prejudging packets for each of the judges, including:
 - A- Cover letter with judging instructions (see template on page 9)
 - B- Appropriate DVD(s)
 - C- Printed copy of the anonymized display label for each entry (only for those categories which that judge is evaluating)
 - D- Printed copy of the appropriate score sheet (see pages 10-13) stapled to the back of each printed display label
 - E- CD with PDF versions of the display labels and score sheets (for backup and for those who want to e-mail their results back to you)

5- Send the packets via priority mail to the appropriate judges after verifying their addresses. Priority mail is the least expensive delivery option that still allows the judges to have adequate time to review the materials prior to the meeting.

6- Instruct the judges to bring their completed score sheets with them to the salon on judging day, fax them back, or e-mail them back to you.

JUDGING DAY

1- A good time to start the judging is at 9 AM on judging day. Make sure the judges know where to meet at that time.

2- Bring clipboards, pens, and enough score sheets to go around.

3- Have your judging assignments sheet (see page 15) handy for reference.

4- Get the largest categories (medical color, student color, etc) started first, since they will take some time to get through. To save time, judges in these categories can narrow down the choices to the strongest 20 or so and then fill out score sheets for each of the remaining entries.

5- Have the judges fill out the results form (see page 14) for each category, listing the award winners.

6- Do not forget to order lunch for everyone, if you have not already made arrangements. Allow for 45 minutes delivery or preparation time.

7- Once the judges have completed all the categories, arrange for a small group to determine Student Best of Show (traditional media) and Student Best of Show (new media).

8- Review the category results forms to make sure the titles of the winning entries and the name(s) of the artists are complete and correct. Each result form must have the category indicated on it.

9- Review the winning entries one last time to double-check for typos or glaring errors. Doing so could spare you, the judges, and the artist some unwanted embarrassment.

10- Rewrite the results forms that are not clearly legible. If you have time, typing up the results in Word or some other program is ideal.

11- Forward all results to the Awards Committee immediately so they can have enough time to prepare for the Awards Banquet.

TEMPLATE FOR PREJUDGING MATERIALS COVER LETTER

Michael:

Thank you so much again for agreeing to serve as a salon judge this year.
Enclosed in the pre-judging packet are the following:

- 1- Three entry DVDs (Student Animation, Student Interactive, and Professional Animation)
- 2- One judging forms CD which contains:
 - A- PDF version of the judging forms
 - B- PDF versions of the display labels for all the animation and interactive entries
 - C- A copy of the judging assignments
- 3- Printed copies of all the display labels for the entries in the categories for which you are judging
- 4- Printed copies of the appropriate judging score sheets

I have stapled a score sheet to each printed display label for your convenience. My hope is that this will make things simpler for you and keep all the papers organized.

A few basic instructions and guidelines:

- 1- Insert the appropriate DVD. You will see a menu that has all the categories listed (i.e. the Professional Animations DVD will have a menu showing all five professional animation categories).
- 2- Click the appropriate category. You will now see a list of all the entries in that particular category.
- 3- For each entry you review, use the corresponding score sheet, referring to the attached display label to make sure you have the correct one.
- 4- Remember to judge only the entries in the categories for which you are slotted to judge. For you, these are:
 - A- Professional animation - marketing/promotional (H1)
 - B- Professional animation - instructional (H2)
 - C- Professional animation - simulation/visualization (H4)
 - D- Professional animation - broadcast film (H5)
 - E- Student animation (T)

The professional interactive and animation DVDs have all the categories on them, so just ignore those which you are not judging.

5- Fill out the score sheets for each entry in your assigned categories and star those that you feel merit an award. For categories with only 1 or 2 entries, do not feel obligated to give an award by default if you feel the work does not warrant it. Remember, you are not comparing entries as much as you are evaluating them relative to certain standards of excellence.

6- BRING THE SCORE SHEETS with you to the salon on Wednesday July 29th. Other options are to fax me the score sheets ahead of time at 804-965-0619 or the fill out PDF versions using the appropriate file(s) from the enclosed CD of judging forms. For either of these 2 options, make sure to indentify the entry on each score sheet.

Feel free to contact me should you have any questions or comments regarding this process.
As a reminder, we will be getting started on Wednesday the 29th at 9 AM.

See you then.

Respectfully,

Russ Edwards, MS, CMI

AMI Salon

ITEM NUMBER: _____

ANIMATION

Excellent 5 Very High	Very Good 4 High	Average 3 Adequate	Fair 2 Low	Poor 1 Minimal	Failure 0 Failure
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Circle the score that matches your evaluation of the artwork in response to the criteria.

Part I: Communication/Problem Solving

1. CONVEYS THE MESSAGE: Generally, medical art is produced to convey a specific message or idea. How well does the illustration tell the story identified in the statement of purpose? (Instructional, editorial, or advertising.)	5	4	3	2	1	0
2. APPROPRIATE FOR THE INTENDED AUDIENCE: The simplicity or complexity of the work should be appropriate for the knowledge of the audience. For example, assumption of anatomical knowledge or an understanding of sagittal sections, etc., should not be made for patient education; simplistic or irrelevant labeling should not be used for specialists in their area of expertise.	5	4	3	2	1	0
3. DEGREE OF PROBLEM SOLVING: Consider the degree of problem solving expressed in the illustration and/or the uniqueness of the concept in the pictorial solution. Take into account obstacles presented by the conceptual and technical parameters of the job. (For scoring, was the problem solving high or low?)	5	4	3	2	1	0
4. ACCURACY OF MEDICAL OR SCIENTIFIC INFORMATION REPRESENTED: The information must be accurate, depicting currently accepted standards of biological and anatomical relationships and proportions. Pictorial manipulation of anatomical information or distortion is sometimes necessary or preferred, it should be done clearly, with purpose and knowledge. It should not be misleading or cause confusion. This criteria is double weighted.	10	8	6	4	2	0
5. CLARITY: The pictorial information should be clear, direct, precise, and easily read. It should be unencumbered with excessive, confusing, distracting peripheral information. When the artwork is presented as part of a series, information flow and consistency are taken into consideration.	5	4	3	2	1	0

Part II: Technique

6. EFFECTIVENESS OF TECHNIQUE AND MEDIA FOR THE INTENDED PRESENTATION FORMAT: All basic reproduction criteria for the intended presentation format should be met, including: appropriate aspect ratio; proper use of color, tone, line, and type within the reproduction limitations of the format; size of rendered original in relation to final format; appropriate level of graphic complexity.	5	4	3	2	1	0
7. COMPOSITION: The use of design elements to focus attention: placement and use of color, tone, or line; contrast; dynamics of form and shape; balance, unity of elements; use of space. In illustrations where mood and drama are part of the message, consider the level and direction of light to create special effects.	5	4	3	2	1	0
8. DRAFTSMANSHIP: In creating the illusion of depth, space, and form, the illustration should exhibit dimensional quality, perspective, proportions, effective use of light, and skill in rendering.	5	4	3	2	1	0
9. CRAFTSMANSHIP: The overall level of skill demonstrated in the application and handling of the technique and media.	5	4	3	2	1	0
10. ANIMATION: The overall skill demonstrated in planning and executing the movements of the camera (or computer). Do the camera (computer) movements help convey the message and focus attention? Are the "in camera" effects, i.e. cuts, dissolves, fades, and supers smooth and error free?	5	4	3	2	1	0
11. SOUND/PICTURE RELATIONSHIP: Is the final animated visual sequence appropriate to the accompanying narrative with respect to pace, content, synchronization, etc?	5	4	3	2	1	0

TOTAL SCORE: _____

AMI Salon		ITEM NUMBER: _____				INTERACTIVE
Excellent 5	Very Good 4	Average 3	Fair 2	Poor 1	Failure 0	
Very High	High	Adequate	Low	Minimal	Failure	

Circle the score that matches your evaluation of the artwork in response to the criteria.

Part I: Communication/Problem Solving

1. CONVEYS THE MESSAGE: How well does the illustration instruct or tell the story identified in the statement of purpose?	5	4	3	2	1	0
2. APPROPRIATE FOR THE INTENDED AUDIENCE: The information and relationships presented should be clear and instructional.	5	4	3	2	1	0
3. DEGREE OF PROBLEM SOLVING: Consider the degree of problem solving expressed in the illustration and/or the uniqueness of the concept in the pictorial solution. There should be a clear, concise solution; take into account obstacles created by the conceptual and technical parameters of the job.	5	4	3	2	1	0
4. ACCURACY OF MEDICAL OR SCIENTIFIC INFORMATION REPRESENTED: The information must be accurate, depicting currently accepted standards of biological and anatomical relationships and proportions. While pictorial manipulation of anatomical information is often necessary or preferred, it should be done clearly, with purpose and knowledge. It should not be misleading or cause confusion.	10	8	6	4	2	0
5. CLARITY: The pictorial information should be direct, precise, and easily read. It should be unencumbered with excessive, confusing, distracting peripheral information. When the artwork is presented as part of a series, information flow and consistency are taken into consideration.	5	4	3	2	1	0

Part II: Technique

6. EFFECTIVENESS OF TECHNIQUE AND MEDIA FOR THE INTENDED PRESENTATION FORMAT: All basic reproduction criteria for the intended presentation format should be met, including: appropriate aspect ratio, proper use of color, tone, and line, and type within the reproduction limitations of the format or viewing conditions; appropriate level of graphic complexity.	5	4	3	2	1	0
7. COMPOSITION: The use of design elements to focus attention: placement and use of color, tone, or line; contrast; dynamics of form and shape; balance; unity of elements; use of space.	5	4	3	2	1	0
8. DRAFTSMANSHIP: In creating the illusion of depth, space and form, the illustration should exhibit dimensional quality, perspective, proportions, effective use of light, and skill in rendering.	5	4	3	2	1	0
9. CRAFTSMANSHIP: The overall level of skill demonstrated in the application and handling of the technique and media.	5	4	3	2	1	0
10. INTERACTIVITY: Overall instruction effectiveness of program related to stated objectives. Interface design (logic and ease maneuvering through program). Pace and content of any video/narration.	5	4	3	2	1	0

TOTAL SCORE: _____

BOOK CATEGORY: _____ **ITEM NUMBER:** _____

Excellent 5 Very High	Very Good 4 High	Average 3 Adequate	Fair 2 Low	Poor 1 Minimal	Failure 0 Failure
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Circle the score which matches your evaluation of the artwork in response to the criteria

The following criteria are evaluated in relationship to medical illustration, taking into account the audience and purpose indicated by the book sub-category

1. Appropriate choice of illustration media (photography, tone, line, color, screens) and illustration style (detailed or simple) in light of book's content and stated audience.	5	4	3	2	1	0
2. Accuracy of medical illustration.	5	4	3	2	1	0
3. Quality of illustration, photography, and graphics.	5	4	3	2	1	0
4. Originality of illustration.	5	4	3	2	1	0
5. Reproduction quality.	5	4	3	2	1	0
6. Page layout and design (in respect to illustration).	5	4	3	2	1	0
7. Use of typography (i.e., labels and tables).	5	4	3	2	1	0

TOTAL SCORE _____

Awards:

AMI Illustrated Book Award: The most outstanding book in all qualities listed above, in each category.

AMI Award of Excellence: Illustrated books demonstrating notable publication achievement.

AMI Salon

ITEM NUMBER: _____

Excellent 5 Very High	Very Good 4 High	Average 3 Adequate	Fair 2 Low	Poor 1 Minimal	Failure 0 Failure
-----------------------------	------------------------	--------------------------	------------------	----------------------	-------------------------

Circle the score that matches your evaluation of the artwork in response to the criteria.

Part I: Communication/Problem Solving

1. CONVEYS THE MESSAGE: Generally, medical art is produced to convey a specific message or idea. How well does the illustration tell the story identified in the statement of purpose? (Instructional, editorial, or advertising.)	5	4	3	2	1	0
2. APPROPRIATE FOR THE INTENDED AUDIENCE: The simplicity or complexity of the work should be appropriate for the knowledge of the audience. For example, assumption of anatomical knowledge or an understanding of sagittal sections, etc., should not be made for patient education; simplistic or irrelevant labeling should not be used for specialists in their area of expertise.	5	4	3	2	1	0
3. DEGREE OF PROBLEM SOLVING: Consider the degree of problem solving expressed in the illustration and/or the uniqueness of the concept in the pictorial solution. Take into account obstacles presented by the conceptual and technical parameters of the job. (For scoring, was the problem solving high or low?)	5	4	3	2	1	0
4. ACCURACY OF MEDICAL OR SCIENTIFIC INFORMATION REPRESENTED: The information must be accurate, depicting currently accepted standards of biological and anatomical relationships and proportions. Pictorial manipulation of anatomical information or distortion is sometimes necessary or preferred, it should be done clearly, with purpose and knowledge. It should not be misleading or cause confusion. This criteria is double weighted.	10	8	6	4	2	0
5. CLARITY: The pictorial information should be clear, direct, precise, and easily read. It should be unencumbered with excessive, confusing, distracting peripheral information. When the artwork is presented as part of a series, information flow and consistency are taken into consideration.	5	4	3	2	1	0

Part II: Technique

6. EFFECTIVENESS OF TECHNIQUE AND MEDIA FOR THE INTENDED PRESENTATION FORMAT: All basic reproduction criteria for the intended presentation format should be met, including: appropriate aspect ratio; proper use of color, tone, line, and type within the reproduction limitations of the format; size of rendered original in relation to final format; appropriate level of graphic complexity.	5	4	3	2	1	0
7. COMPOSITION: The use of design elements to focus attention: placement and use of color, tone, or line; contrast; dynamics of form and shape; balance; unity of elements; use of space. In illustrations where mood and drama are part of the message, consider the level and direction of light to create special effects.	5	4	3	2	1	0
8. DRAFTSMANSHIP: In creating the illusion of depth, space and form, the illustration should exhibit dimensional quality, perspective, proportions, effective use of light, and skill in rendering.	5	4	3	2	1	0
9. CRAFTSMANSHIP: The overall level of skill demonstrated in the application and handling of the technique and media.	5	4	3	2	1	0

TOTAL SCORE: _____

AMI Conference • 2009 • Richmond, VA

Salon Judging Result Form

Category: _____

Circle one: Professional Student

Please print clearly, and include the artist's full name and the complete title of the piece!

(If more than 5 recipients are selected, please continue on the back of this sheet)

Award(s) of Excellence:

Artist: _____ Title: _____

Certificate(s) of Merit:

Artist: _____ Title: _____

JUDGING ASSIGNMENTS SHEET

PROFESSIONAL CATEGORIES		
<i>INSTRUCTIONAL COLOR</i> Judge 1 Judge 2 Judge 3	<i>INSTRUCTIONAL TONE</i> Judge 1 Judge 2 Judge 3	<i>INSTRUCTIONAL LINE</i> Judge 1 Judge 2 Judge 3
<i>EDITORIAL</i> Judge 1 Judge 2 Judge 3	<i>ADVERTISING</i> Judge 1 Judge 2 Judge 3	<i>MARKETING/PROMO</i> Judge 1 Judge 2 Judge 3
<i>MEDICAL-LEGAL</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: MARKETING/PROMO</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: INSTRUCTIONAL</i> Judge 1 Judge 2 Judge 3
<i>ANIMATION: MEDICAL-LEGAL</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: SIMULATION/VISUALIZATION</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: BROADCAST/FILM</i> Judge 1 Judge 2 Judge 3
<i>INTERACTIVE: INSTRUCTIONAL</i> Judge 1 Judge 2 Judge 3	<i>INTERACTIVE: CATALOGUE/E-COMMERCE</i> Judge 1 Judge 2 Judge 3	<i>INTERACTIVE: HEALTH PROMO/GEN. INT.</i> Judge 1 Judge 2 Judge 3
<i>INTERACTIVE: HAPTIC/VR</i> Judge 1 Judge 2 Judge 3	<i>INTERACTIVE: ENTERTAINMENT/REC</i> Judge 1 Judge 2 Judge 3	
<i>3D MODELS</i> Judge 1 Judge 2 Judge 3	<i>BOOK: ATLAS</i> Judge 1 Judge 2 Judge 3	<i>BOOK: REFERENCE/CLINICAL TEXT</i> Judge 1 Judge 2 Judge 3
<i>BOOK: NURSING/ALLIED HEALTH TEXT</i> Judge 1 Judge 2 Judge 3	<i>BOOK: COLLEGE/HIGHSCHOOL TEXT</i> Judge 1 Judge 2 Judge 3	<i>BOOK: CHILDREN'S TEXT</i> Judge 1 Judge 2 Judge 3
STUDENT CATEGORIES		
<i>MEDICAL TONE</i> Judge 1 Judge 2 Judge 3	<i>MEDICAL LINE</i> Judge 1 Judge 2 Judge 3	<i>MEDICAL COLOR</i> Judge 1 Judge 2 Judge 3
<i>EDITORIAL</i> Judge 1 Judge 2 Judge 3	<i>ADVERTISING</i> Judge 1 Judge 2 Judge 3	<i>PROJECTION MEDIA</i> Judge 1 Judge 2 Judge 3
<i>INTERACTIVE MEDIA</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION</i> Judge 1 Judge 2 Judge 3	

APPENDIX A

1972 Awards were given in five categories: continuous tone, medical line, medical color, fine arts and Best of Show. Judging was by popular vote of Active members attending the annual meeting.

1979 Kansas City, Mo: The Salon categories were expanded to include graphic design, projection media, 3D, exhibit design and medical books. This was the first year that the salon awards were selected by a panel of judges. Bill Westwood conceived the idea and Don Biggerstaff implemented the process. Karen Waldo, David Mascaro and Roger Postem, PhD designed the criteria by which the work would be judged. Six judges used a simple judging form and entries were judged as they were lined up on the floor around the room. A new set of student categories was set up because it was felt that the student work should not have to compete with the professional categories. Awards were given at the Awards Banquet.

1980 Savannah, GA: The number of judges was increased to thirteen (six for professional, seven for student) to speed up the judging process. The 1979 judging forms were used and all judges judged every entry.

1981 Toronto, Ontario: The editorial category was added this year. The nine member judging panel included two doctors. It was felt that inclusion of an anatomist and a surgeon would help eliminate medical errors. This worked fairly well, except that the two doctors did not always agree on the "correct" anatomy. The 1979 judging forms were used and all judges judged every entry before it was hung.

1982 Anaheim, CA: The six member judging panel included two commercial illustrators and an art director from outside the profession. The group of six judged both the professional and student categories. The work was judged in elimination rounds. Round one: all entries were viewed in 35mm slide format. Round two: judges sat in semi-circle and viewed the remaining original entries one at a time as they were presented by a student. (The 1979 judging forms were used once again) Round three: final choices were made for first, second and honorable mention.

This was the year that many first and second place ribbons were not awarded. The reason given is that the members of the judging panel from the commercial community felt that draftsmanship of entries in some categories did not meet some arbitrary imaginary standard. AMI member reaction was not positive, prompting the Board of Governors to require that future salon judges be Professional members of the AMI.

1983 Chicago, IL: The cartooning category was added. The eight member panel was divided into a professional and student section. Judging proceeded exactly as in 1982, except that the judges chose not to utilize the judging forms, claiming that they were too time consuming. Note: This was the year that the Salon Committee and judges could not get access to the Salon room until the morning of the Salon opening. This only gave the judges nine hours to judge and hang the Salon. (This process usually took 24 hours.) AMI purchased Gaterfoam panels this year.

1984 Atlanta, GA: Entry fees were instituted this year. The eleven member panel (six professional category, five student category) decided not to judge the artwork in slide form, but rather to use the original art for all phases of judging. Each piece of artwork was judged by all panelists using the judging form. The top four scores in each category

were then reviewed for final placement ranking. The main drawback this year was that using the forms on every entry was so time consuming that the judges worked almost around the clock to complete their jobs before the Salon opening.

1985 Cincinnati, OH: Two new categories were added this year, computer generated art and medical/legal art. The thirteen member panel used the judging forms to score the artwork in the first several categories, then discarded the forms part way through the process as time became short. At this time, scores were given to the remaining pieces of artwork in a subjective manner. Once the scores were given, the numbers were tabulated and the winners chosen strictly by the highest scores. Even the judges did not know who the winners were until the night of the Salon opening. Note: One other problem occurred this year. Three very outspoken members of the judging panel tended to intimidate other judges by voicing strong opinions on minor anatomy and stylistic problems. Because the judging occurred in one large group, some members felt compelled to go along with the group even though their own opinions differed on the work.

1986 Norfolk, VA: This nine member panel (seven professional category, three student category) used new, improved judging forms this year. The new forms were divided by category, set up to be read more easily and the point spreads were expanded to help eliminate close point totals between entries. An anatomist was included on this year's panel. He was very helpful in the straight anatomy but eliminated many surgical anatomy pieces in which anatomy was represented in a non-traditional manner. At the Interim Board Meeting after this year's Annual Meeting, the Board members directed the Salon Chair, for all future meetings, to try to have AMI members serve as judges only twice within a ten year period and not to serve for two years in a row. The rationale for this was that there are between 600 and 700 members in the Association and some members were being asked to serve as judges year after year. The Board felt that "new blood" would help the fairness of the judging process.

1987 Minneapolis, MN: Many changes were instituted this year in response to membership and judges complaints regarding the judging process. Under the new procedures, the time pressure on the judges was reduced by splitting the judges up into four mini-panels of three to four judges. Now, instead of all members of the larger judging panels judging every category of artwork in the Salon (the old time-consuming process), the new mini-panels are only responsible for judging three or four categories. Judges on the mini-panels are selected so that their expertise closely matches the categories which they are judging. This allows the judges to take more time evaluating each entry and helps insure that the judging process is consistent throughout.

1989 Dallas, TX: The Salon was once again judged in mini-panels. The mini-panels were grouped in an attempt to equalize the number of entries among the judges. The judges were assigned to provide a range of experience in each mini-panel. The fee per entry was raised \$5.00 and the total number of entries per member was limited to three.

1991 New Orleans, LA: The Salon Committee was split into two committees in this year: The Salon Hanging Committee and the Salon Judging Committee. The Salon was once again judged in mini-panels, grouped to equalize the number of entries among the judges. The judges were assigned to provide a range of experience in each mini-panel.

The fee per entry was \$35.00 and the total number of entries per member was limited to three.

1992 Chicago, IL: The Salon was once again judged in mini-panels, grouped to equalize the number of entries among the judges. The judges were assigned to provide a range of experience in each mini-panel. The fee per entry was \$35.00 and the total number of entries per Professional member was limited to three, per Associate member was limited to two and per student member was limited to one.

2007 Bozeman, MT: It was decided that the title "Award" of Merit should be used instead of "Certificate" of Merit to better reflect the quality of the works given this award and not minimize their value.

2008 Indianapolis, IN: The division of the existing Animation and Interactive Media categories into smaller subcategories was implemented this year by the Professional Exhibits Committee. Blank judging forms were put on the AMI meeting website in order to assist entrants in the preparation of their salon labels as well as make the judging process a bit more transparent to the general membership.

2009 Richmond, VA: This year a "prejudging" process was implemented for the animation and interactive categories in order to save some time on judging day as well as allow some people to still act as judges in spite of the fact that they could not be there in person. The judging chair was given the files to disperse to his committee.

Last Updated 2004

#8600 Meeting Public Relations

HISTORY

Before the formation of this committee, the responsibility of developing, supervising and distributing annual meeting publicity materials fell on the shoulders of the Program committee and the Meeting Coordinator.

The Publicity Committee for the Annual Meeting was formed to relieve them of the responsibility of disseminating annual meeting information to the Association's professional and non-professional members as well as to those in the allied health fields and general public.

COMPOSITION

The committee is composed of two publicity Chairs who are responsible for and direct AMI News, Web Media and Print subcommittee directors.

INTERFACING

The Annual Meeting Publicity Committee interfaces with the Meeting Coordinator, the Program, Host, and Workshop committees. Cooperation with the Program and Host committees is very crucial. Pertinent information must be given to the Publicity Committee immediately in light of publication and print deadlines.

DUTIES

AMI News subcommittee

Verify AMI newsletter deadlines for article submission.

Establish a strategy for presenting topics of interest to the newsletter.

Same action is taken for JBC.

Contact Program and Host committees to determine Annual Meeting focus, special interest and significant changes.

Help out with team creative effort for promotional poster and or meeting program.

Media subcommittee

Obtain a mailing list of TV/print/medical institutions within a 200 mile radius of the host city.

Distribute news releases at appropriate times to the above listed destinations.

Develop a specific special interest story that can attract and be used by local and national TV news services. This involves creating a 3-5 minute script to be passed along to affiliate "stringers" of major news services. (Generally a team approach to developing a special interest story for local or national news is accomplished within several committees, including Host, Program and Publicity.

Establish and coordinate specific deadlines for article submission in major allied publications such as CA, Print, Graphis, Step-by-Step, How, etc.

Print and Design subcommittee

Gather input and idea development for the poster, registration packet and on-site program.

Establish a production schedule for the three items mentioned above so that these materials are mailed and provided to prospective attendees at appropriate dates. This production schedule is then distributed to the Host and Program Chairs.

Coordinate with Headquarters and Director of Meetings to contact a mail house to distribute meeting announcements and registration packet.

Design and produce the elements mentioned above. In the past, comprehensive in-house departments have been able to do this. Otherwise, "outside" designers can be utilized. However, budgetary restraints make that virtually prohibitive. Obtain competitive bids from at least three printers for the printing and binding of the publicity pieces. A budget is provided based on the previous year's attendance. It is crucial that the Print/Design Chair make sound fiscal judgements regarding the production of these pieces.

PROCEDURES

Specific procedures are, to date, ill defined. However, a production and print schedule should be implemented immediately following the previous Annual Meeting. This schedule should then be distributed and staunchly adhered to by all committees concerned with the next Annual Meeting. This can be done by the Meeting Coordinator. All activity is based primarily on volunteerism. Procedures vary with individuals in how they execute their objectives. All activity must be performed in light of production schedule deadlines so that all material can be reviewed by the Board members and committee Chairs.

All volunteers must report directly to the subcommittee directors. All subcommittee directors will report to the Annual Meeting Publicity Chair. The Publicity Chair then communicates with the Meeting Coordinator and to the Board liaison.

All expenses shall be based on the line item budget amounts available for the Annual Meeting. Estimates and bids will be presented to the director (when applicable) for preliminary approval and then forwarded to the Chair for final approval. The Chair will then fill out a claims voucher, or approve a claims voucher to send on to the Executive Committee for approval. All out-of-pocket expenses must be approved with the committee Chair before action is taken.

TIMELINE OF DUTIES

Timelines are established each year when the Annual Meeting date for the next year has been established.

Last Updated October 2009

#8800 Director of Meetings

HISTORY

COMPOSITION

INTERFACING

GUIDELINES AND SPECIFIC PROCEDURES

TIMELINE OF DUTIES

General Duties

1. Arrange for BOG meeting to take place for Interim meeting and for Annual meeting.
2. Negotiate contracts with hotels and other venues.
3. Work closely with Meeting Planning Council on all aspects of meeting planning.
4. Act as HQ liaison for all meeting communication.
5. Work with HQ to develop registration procedures on AMI meeting website.
6. Interact with Meeting Planning contractors (Mountain Destinations) on details of meeting arrangements at meeting venue.
7. Provide reports of registration to the EC, Meeting Planning Council and Workshop Chair.
8. Maintain meeting finances:
 - a. Request that all invoices be sent to AMI HQ
 - b. Process payables
 - c. Provide deposits to vendors and hotels

Association of Medical Illustrators Manual of Procedures

Last Updated January 2009

**SECTION XIII
SPECIAL/AD HOC**

Last Updated 2004

#9200 Vesalius Trust for Visual Communication in Health Sciences (The Trust)

HISTORY

Early in 1988, the AMI Board of Governors, under the direction of the Chair, Marsha Dohrman, formed an ad hoc committee to establish a non-profit foundation for the purpose of raising and maintaining tax-sheltered funds for education, research and the advancement of visual communications in health science education and related fields. The Foundation Committee was chaired by Wm. M. Andrews, with members Donald E. Biggerstaff, Marcia Hartsock, Margaret H. Henry and Alice Katz. In December 1988, the Trust was incorporated in the state of Virginia. The original fifteen-member volunteer Board of Directors (also called the Trustees) was composed of: Wm. M. Andrews (President), Donald E. Biggerstaff (Vice-president), Marcia Hartsock (Secretary), Margaret H. Henry (Treasurer), Marsha Jessup, John Craig, MD, Charlotte Bauer, Joan Beck, Robert J. Demarest, Marsha Dohrman, Harry Germagian, Charlotte Holt, Alice Katz, Frank Netter, MD, and William B. Westwood.

At its 1989 Interim Meeting, the AMI Board of Governors voted unanimously to transfer all scholarship funds (a bit over \$127,000) to the Trust.

Once the Trust was incorporated, the ad hoc Foundation Committee was allowed to sunset. Although the Trust is a free-standing financial and legal entity, it is historically, emotionally and morally a part of the AMI. While no longer an official committee of the AMI, the Trust is currently listed as such in recognition of the two organizations' mutual interests and in order to facilitate the open and amicable sharing of information between them.

COMPOSITION

The Trust is directed by a fifteen-member board. Board members serve three-year terms without pay or benefit. Please refer to the Trust binder provided the AMI Headquarters, Chair of the Board of Governors and President for the Articles of Incorporation, Bylaws, Minutes and Financial Statements.

INTERFACING

The Trust works closely with the AMI Scholarship Committee. While the Trust provides the funding and sets the broad parameters for eligibility, it is the Scholarship Committee which screens and ranks applicants and recommends funding levels. Informally, the Trust interfaces with the Program, Workshop, Continuing Education and other committees on an as needed basis.

DUTIES

The mission of the Trust is to identify and secure funding for educational and research activities in visual communications in the health sciences and to act as a conduit for these financial resources. By supporting research in academic and clinical venues of human and veterinary medicine, the Trust is dedicated to improving the techniques used to disseminate health science information. By sponsoring educational programs in visual communications, the Trust is pledged to improving the effective use of media resources by the health science community. The Trust is also committed to increasing the awareness of the significance of visual communications in the health sciences. The ultimate goal of the Trust is better health care through improved communication and

education.

GUIDELINES AND/OR SPECIFIC PROCEDURES

As a courtesy, the Trust provides status reports and detailed financial statements to the AMI Board of Governors for consideration at its annual and interim meetings. The Trust provides activity reports, scholarship reports, scholarship and grant applications and other informational materials to attendees of the AMI annual meetings. In addition, the Trust provides information to the general membership of the AMI through notices and articles in the AMI News.

TIMELINE OF DUTIES

Schedules are set for individual Trust programs and activities as appropriate by the Executive Committee of the Trust.

OTHER

Please refer to the Trust binder for further information.

Last Updated 2004

#9300 Certification Program

HISTORY

In 1986, the membership of the AMI authorized the Board of Governors to appoint a committee to investigate the possibility of establishing a certification procedure for medical illustrators. In 1987, the committee's report was presented at the annual business meeting and the membership authorized the committee to continue to consult with experienced professionals and to devise a test which would demonstrate, in a fair yet accurate manner, the kind and amount of knowledge necessary to be a certified professional medical illustrator. The written portion of the two-part test was validated by administration to over 100 medical illustrators in 1990. The second portion of the examination, the portfolio review, consists of a rigorous examination of medical illustration produced by the applicant.

In 1991, the Board of Certification was formed as an administratively separate entity from the AMI Board of Governors, as recommended by the National Organization for Competency Assurance, a national body to which the Board of Certification belongs. Bylaws were adopted in 1994, completing the administrative and financial separation.

The Board of Governors and the Board of Certification decided, on a one-time basis, to allow those Professional members of AMI, on September 30, 1993, to apply for certification; the examination has been waived for these applicants. However, they must still meet the following eligibility requirements:

- five years full-time experience in medical illustration and proof of a human anatomy dissection course or its equivalent
- OR
- proof of completion of an AMI-accredited program in medical illustration
-

COMPOSITION

The Board consists of not less than five voting members, board certified medical illustrators appointed by the AMI Board of Governors. The Chair is one of the voting members and is selected by the Board of Governors. In addition, there are three non-voting members: an attorney, a doctoral-level educator, and the Executive Director of the Association of Medical Illustrators. One voting member chairs the Portfolio Review Board, a majority of whose members must be board certified medical illustrators. Other members may be added at the discretion of the committee.

INTERFACING

The Board of Certification works very closely with the Continuing Education Committee and the Executive Director of the AMI and his/her staff.

DUTIES

- Give advance notice of exam administration and make arrangements for such.
- Administer the examination and portfolio review.
- Score the examination and portfolio review.
- Report, on an information basis only, to the AMI Board of Governors.
- Provide accurate financial accounting and investment in order to assure enough income to support the functions of the Board and the certification process.
- Regularly re-evaluate the test and other requirements of certification, making sure

they are current, accurate and valid.

- Supervise the maintenance of the re-certification accounting through the Continuing Education Committee of the AMI.
- Administer grievance and complaint procedures.

GUIDELINES AND SPECIFIC PROCEDURES

The examination is administered each year at the Annual meeting of the AMI. The deadline for application is 30 days prior to the Annual Meeting. Therefore, a timely notice must be prepared for distribution via the AMI newsletter. In addition, examination space and time must be arranged with the AMI Meeting Planning Committee.

TIMELINE OF DUTIES

January-June: Appropriate notice for examination must be printed in each newsletter.

May: Space and time for examination must be arranged.

July: Printing of exams must be arranged, making sure an adequate number of examinations is ordered and each is numbered.

August: Examination is administered. The examinations are given by assigned number; only the Board Chair retains the list in order to ensure complete security and confidentiality.

January 1: Results of the written examination is sent to applicants. Those who have passed are sent guidelines for Part II, the portfolio review. Applicants have two years to complete this section.

OTHER

Since the Board of Certification must be above all potential intervention, it has reporting functions to the Board of Governors only.

Last Updated October 2009

#9600 Meeting Planning Council

HISTORY

The Meeting Planning Council was formed to oversee the activities of the volunteer meeting committees, and to work to facilitate ongoing site selection and planning efforts for upcoming meetings. These functions were previously handled by the EC or Board of Governors.

COMPOSITION

The MPC is made up of recent volunteer meeting planners, the current and immediate past AMI president and the chair of the Professional Exhibits committee.

DUTIES

7. Oversight of the activities the current year's volunteer meeting committees:

- Meeting Coordinator
- Program
- Workshops
- Tech. Showcase: Traditional/Digital
- Salon Hanging: Traditional/Digital
- Salon Judging
- Meeting PR: Web/Print

Unlike the AMI's standing committees, meeting committee volunteers change from year-to-year, and in an effort to get upcoming meeting volunteers some experience, they are encouraged to be involved as a committee member or co-chair for the meeting prior to the one they will be planning.

AMI standing committees and the meeting committees they work with:

- Professional Exhibits: Salon Hanging and Judging
- Awards: Salon Hanging and Judging, Program
- Corporate Sponsorship & Advertising: Program, Workshops, Tech.

Showcase

MPC members with experience in particular meeting areas are assigned to those meeting committees as mentors, and to assist in their planning processes.

The MPC holds regular conference calls with the meeting committee chairs for updates on planning, and to assist and advise in the volunteers' efforts.

8. Site selection for upcoming meetings

Working with the AMI's meeting planner, the MPC identifies possible sites for future meetings. Criteria include, but are not limited to:

1. Volunteer availability
2. Location and affordability of venue – close to larger numbers of AMI

members

3. Suitability of venue for meeting needs, particularly the Salon
4. Transportation options/proximity to venue
5. Availability and suitability of nearby meeting presenters

Recommendations are made to the AMI Board of Governors who vote on the meeting location and dates

9. MPC chair as a member of the Finance committee, assists with the creation of the meeting budget. Final budget approval is voted on by the AMI Board of Governors. The meeting budget is separate from the AMI operating budget and registration rates are established to cover the actual costs of putting on the meeting. Other than workshops, meeting committees have line items in the meeting budget. Workshops must pay for themselves through the fees charged.
10. MPC chair participates in AMI Exec. Committee phone calls to give updates on meeting planning and site selection, and any issues that arise.
11. MPC members have regular conference calls to discuss budgetary, oversight and site selection issues

Time Line:

Meeting planning is cyclical, so prior to one meeting even starting, the planning for the next has begun. Therefore, having a two or three year list of upcoming meeting sites selected is important in order not to lose time in the planning process. It really does take more than a year to plan an AMI meeting.

The site selection process should begin at least one and a half to two years prior to the meeting, with RFPs being sent out and possible Meeting Coordinator and/or Program Chair volunteers identified.

More detailed time lines for meeting planning are in the MoPs for 8100 Meeting Coordinator and 8300 Program Committee.

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**SECTION XIV
SAMPLE FORMS**

1. Committee Reimbursement Voucher

COMMITTEE _____
COMMITTEE # _____
PAY TO _____
DATE _____
ADDRESS _____
CITY _____
STATE/PROVINCE _____
POSTAL CODE _____
AMOUNT \$ _____
JUSTIFICATION (attach invoice or cash receipt(s), date, purpose, and description)

PLEASE DO NOT SUBMIT EXPENSES IN YOUR ANNUAL COMMITTEE REPORT

Committee Chair must sign copy for approval.

APPROVED BY: Annual Operating Budget _____
Committee Chairman _____
Executive Committee _____

* Non-budgeted expenses require Executive Committee approval

PLEASE EMAIL THIS VOUCHER TO: Hq@ami.org

2. Motion Submission Form

MOTION SUBMISSION

ASSOCIATION OF MEDICAL ILLUSTRATORS MOTION SUBMISSION

Formal Committee Requests should be made to the AMI Board of Governors for vote in the form of a MOTION. Motions are required for items/issues which need firm resolution and which impact (a) association policy or (b) approved budgetary guidelines.

Submit your motion(s) using the enclosed form:

Committee number _____

Committee name _____

Author _____

MOTION:

EXPLANATION/IMPACT ON POLICY OR BUDGET:

3. Budget Survey Form

AMI BUDGET REQUEST ALLOCATION FORM PREPARATION FOR FY 2010

Your Name:

Committee Name/#:

Budget Allocation for FY 2009: \$ _____

Amount Spent as of 09/01/2009: \$ _____

Estimate of Amount You Plan to
Spend for Remainder of FY 2009: \$ _____
(This Year)

Planned Budget Allocation funds
for FY 2010 (Next Year): \$ _____

Please provide justification and action plan for funds, this is required for the Finance Committee to consider and approve each request.

Please email the work sheet no later than Friday,
Oct 1, 2009 to:

hq@ami.org

Thank you!
AMI Finance Committee

4. Board Report Form_09

Committee Name: Executive Director

2000

Report prepared for: 2009 Interim Board Meeting

Committee Chair: Vanessa Reilly

Committee Vice-Chair: N/A

Committee members: N/A

1) Budget

Budget Allowance: _____ 0 _____

Amount spent YTD: _____

Budget notes:

2) Committee Activities

Activities:

1. Scheduled and participated in Executive Committee teleconference meetings for 2008: August, Sept, Oct, Nov, and Dec. 2009: Jan.
2. The following schedule for Executive committee teleconference meetings is in accordance with the customary noon EDT/EST on the third Wednesday of each month.

25 March 2009, 12:30 PM EST,

27 April 2009, 12:30 PM EST

29 May 2009, 12:30 PM EST

24 June 2009, 12:30 PM EST

29 July 2009, 12:30 PM EST
3. Attended the Annual Meeting in Indianapolis, Indiana, arriving Sunday, July 13 through July 20, 2008. Attended and participated in the following meetings: Board of Governors, July 16 and 20, Annual Meeting Business meeting.
4. Coordinated with Secretary, Carolyn Holmes to complete Executive Committee meeting minutes for February through June 2008. Ensured minutes were distributed to EC. Posted all minutes for approval to the AMI Board of Governors list serve web page. All minutes have been submitted in the 2100 Executive Committee Annual Meeting report for approval.

5. Served on the following committees: Executive, Executive Director, Finance, Technology, Director of Meetings, and Meeting Finance.
6. Communicated with AP accounting staff and provided all necessary statements for monthly finance reports. Maintained monthly finance reports. Filed necessary documents for State and Federal taxes. Maintained all association payables.
7. Worked with Finance and Treasurer Committee to establish 2008 budget.
8. Attended all Meeting Planning Council conference calls.
9. Site visits for University of British Columbia, Vancouver, Seattle, WA.
10. Monitored membership renewals; online and mailed with Kay Rose, Association Manager. Provided reports to the Executive Committee on member renewals stats.
11. Monitored printing, mailing and online edition of newsletter.
12. Monitored and implemented any updates or changes to AMI website. Facilitated communication between Allen Press IT, and new web chair Bob Morreale.
13. Maintained Weekly Email News to members every Wednesday to help keep member informed of current events. Researched new web service, Constant Contact for weekly email blast system.
14. Updated member List Serve to eliminate non members, duplicate emails registrants with more than one email address. List serve is a member only benefit.
15. Maintained BCMI finances and provided monthly reports to John Nyquist.
16. Worked with Continuing Education Committee to help maintain accurate CEU records for members. Updated database on expired and renewed CMI's. Entered all verified CEU's to database for member/non-member records. Provided reports to John Nyquist on current and lapsed CMI's.
17. Added BCMI to the AMI indemnity insurance policy for BCMI board coverage.
18. Updated Fellow points received from initial 2008 renewal mailing. Provided requested reports of Fellows to committee.
19. Traveled to Lawrence, KS, Allen Press headquarters May 2008 for purging of stored records older than 2001. Tried to locate missing board minutes from 2001-2002 which were not in stored files. Conducted meetings with Kay Rose and Susan Metzger.
20. Met with 2008 MPC Chair for lunch meeting in Seattle in June to discuss 2008 annual meeting and 2009 location direction.
21. Provided mailing lists to Serbin Communications and Vesalius Trust.

Action Items:

Please have the Board of Governors approve the schedule for the Executive Committee teleconference meetings as listed above.

Report on Membership stats:

As of June 30, 2008

Professional:	467	(with 27 1 st year dues waived, down 8 members from 2007)
Emeritus Professional:	37	(with 11 paid memberships at \$115 dues)
Associate:	74	(down 7 from 2007)
Student:	99	(plus 1 from 2007)

2008 total membership is **678**

2007 total membership was 690

Both 2007 and 2008 have 1 Archivist and 1 Vesalius Trust memberships included in the yearly stats.

Comments

I am currently communicating with Susan Metzger, at Allen Press Association Management to renegotiate current subcontractor agreement due to no increase in pay for services since October 2006. I will provide update at annual meeting BOG meeting.

Planning

None

3) Recommendations/Comments

4) Planning –

(For Long Range Planning)

Motions

(Please use separate Motion Form for action items/issues that impact association policy or approved budgetary guidelines)

SECTION XV
SUPPLEMENTARY DOCUMENTS

1. Salon Judging Handbook

SALON JUDGING HANDBOOK

SALON JUDGING HISTORY/RESPONSIBILITIES

8550 Salon Judging

HISTORY

The Salon Committee was split into two committees in 1991: The Salon Hanging Committee and the Salon Judging Committee. The Professional Exhibits Committee is the overall administrative body for policy-making with regards to the Salon. (See that entry for detailed rationale for current judging policies.) The following history of AMI salon judging reflects the growth and maturity of the profession.

1972 Awards were given in five categories: continuous tone, medical line, medical color, fine arts and Best of Show. Judging was by popular vote of Active members attending the annual meeting.

1979 Kansas City, Mo: The Salon categories were expanded to include graphic design, projection media, 3D, exhibit design and medical books. This was the first year that the salon awards were selected by a panel of judges. Bill Westwood conceived the idea and Don Biggerstaff implemented the process. Karen Waldo, David Mascaro and Roger Postem, PhD designed the criteria by which the work would be judged. Six judges used a simple judging form and entries were judged as they were lined up on the floor around the room. A new set of student categories was set up because it was felt that the student work should not have to compete with the professional categories. Awards were given at the Awards Banquet.

1980 Savannah, GA: The number of judges was increased to thirteen (six for professional, seven for student) to speed up the judging process. The 1979 judging forms were used and all judges judged every entry.

1981 Toronto, Ontario: The editorial category was added this year. The nine member judging panel included two doctors. It was felt that inclusion of an anatomist and a surgeon would help eliminate medical errors. This worked fairly well, except that the two doctors did not always agree on the "correct" anatomy. The 1979 judging forms were used and all judges judged every entry before it was hung.

1982 Anaheim, CA: The six member judging panel included two commercial illustrators and an art director from outside the profession. The group of six judged both the professional and student categories. The work was judged in elimination rounds. Round one: all entries were viewed in 35mm slide format. Round two: judges sat in semi-circle and viewed the remaining original entries one at a time as they were presented by a student. (The 1979 judging forms were used.) Round three: final choices were made for first, second and honorable mention.

This was the year that many first and second place ribbons were not awarded. The reason given is that the members of the judging panel from the commercial community felt that draftsmanship of entries in some categories did not meet some arbitrary imaginary standard. AMI member reaction was not positive, prompting the Board of Governors to require that future salon judges be Professional members of the AMI.

1983 Chicago, IL: The cartooning category was added. The eight member panel was divided into a professional and student section. Judging proceeded exactly as in 1982, except that the judges chose not to utilize the judging forms, claiming that they were too time consuming. Note: This was the year that the Salon Committee and judges could

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not get access to the Salon room until the morning of the Salon opening. This only gave them nine hours to judge and hang the Salon. (This process usually took 24 hours.) AMI purchased gaterfoam panels this year.

1984 Atlanta, GA: Entry fees were instituted this year. The eleven member panel (six professional category, five student category) decided not to judge the artwork in slide form, but rather to use the original art for all phases of judging. Each piece of artwork was judged by all panelists using the judging form. The top four scores in each category were then reviewed for final placement ranking. The main drawback this year was that using the forms on every entry was so time consuming that the judges worked almost around the clock to complete their jobs before the Salon opening.

1985 Cincinnati, OH: Two new categories were added this year, computer generated art and medical/legal art. The thirteen member panel used the judging forms to score the artwork in the first several categories, then discarded the forms part way through the process as time became short. At this time, scores were given to the remaining pieces of artwork in a subjective manner. Once the scores were given, the numbers were tabulated and the winners chosen strictly by the highest scores. Even the judges did not know who the winners were until the night of the Salon opening. Note: One other problem occurred this year. Three very outspoken members of the judging panel tended to intimidate other judges by voicing strong opinions on minor anatomy and stylistic problems. Because the judging occurred in one large group, some members felt compelled to go along with the group even though their own opinions differed on the work.

1986 Norfolk, VA: This nine member panel (seven professional category, three student category) used new, improved judging forms this year. The new forms were divided by category, set up to be read more easily and the point spreads were expanded to help eliminate close point totals between entries. An anatomist was included on this year's panel. He was very helpful in the straight anatomy but eliminated many surgical anatomy pieces in which anatomy was represented in a non-traditional manner.

At the Interim Board Meeting after this year's Annual Meeting, the Board members directed the Salon Chair, for all future meetings, to try to have AMI members serve as judges only twice within a ten year period and not to serve for two years in a row. The rationale for this was that there are between 600 and 700 members in the Association and some members were being asked to serve as judges year after year. The Board felt that "new blood" would help the fairness of the judging process.

1987 Minneapolis, MN: Many changes were instituted this year in response to membership and judges complaints regarding the judging process. Under the new procedures, the time pressure on the judges was reduced by splitting the judges up into four mini-panels of three to four judges. Now, instead of all members of the larger judging panels judging every category of artwork in the Salon (the old time-consuming process), the new mini-panels are only responsible for judging three or four categories. Judges on the mini-panels are selected so that their expertise closely matches the categories which they are judging. This allows the judges to take more time evaluating each entry and helps insure that the judging process is consistent throughout.

1989 Dallas, TX: The Salon was once again judged in mini-panels. The mini-panels were grouped in an attempt to equalize the number of entries among the judges. The judges were assigned to provide a range of experience in each mini-panel. The per entry fee was raised \$5.00 and the total number of entries per member was limited to three.
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entry fee was raised \$5.00 and the total number of entries per member was limited to three.

1991 New Orleans, LA: The Salon was once again judged in mini-panels, grouped to equalize the number of entries among the judges. The judges were assigned to provide a range of experience in each mini-panel. The per entry fee was \$35.00 and the total number of entries per member was limited to three.

1992 Chicago, IL: The Salon was once again judged in mini-panels, grouped to equalize the number of entries among the judges. The judges were assigned to provide a range of experience in each mini-panel. The per entry fee was \$35.00 and the total number of entries per Professional member was limited to three, per Associate member was limited to two and per student member was limited to one.

COMPOSITION

A Chair and twelve to eighteen judges.

DUTIES

- Evaluate and make recommendations on the various categories of the Salon.
- Judge the Salon prior to the start of the Annual Meeting and report the results to the Awards Committee.

GUIDELINES AND SPECIFIC PROCEDURES

The "Guidelines For Judges" in Section XV, Supplementary Documents, was prepared for the meeting in Chicago in 1992, and used in Denver in 1993 and is still current. The new Chair should update it with the current meeting name, the current times and dates and meeting room in the text and his or her signature.

Contact members to invite them to be Salon judge.

Send the confirmed judges these "Guidelines" before the annual meeting.

Meet with the judges for a last minute review and for grouping into mini-panels on the morning of the Salon judging.

Be available to answer questions during the judging process and tally the results.

INTERFACING

The Chair interfaces with the Salon Hanging, Host, Awards, and Professional Exhibits committees in addition to the Director of Meetings.

TIMELINES

January-February: Contact professional AMI members and invite them to be Salon judge. (The more judges you have, the better off you will be. Sometimes people don't show up on judging day for various reasons.)

May-June: If prejudging for the animation and interactive categories will be done, get the files from the Hanging committee and send them out to your judges along with the scoring sheets for them to use.

July: Make contact with all your judges one more time to confirm they will still be present and tell them where and when to meet. Send the confirmed judges the "Guidelines" before the annual meeting. You may want to take copies of it with you to remind judges of their goals and purpose.

At the meeting: Meet with the judges for a last minute review and for grouping into mini-panels on the morning of the Salon judging.

Be available to answer questions during the judging process and tally the results.

JUDGING GUIDELINES

Goals and Purposes

- The purpose of an award is to acknowledge work that best reflects the ideals and high standards of the profession.
- The purpose of the evaluation procedure is to efficiently select the most qualified and significant pieces of artwork in each category.
- The selection process is designed to be impartial, unbiased and equitable.
- The goal is to evaluate an illustration based on objective criteria from problem-solving, rendering skill and aesthetic appeal, rather than subjective impressions.
- The judging criteria attempt to reflect the ideals of the profession that make medical illustration unique in the field of visual communication. Heavy emphasis is placed on problem-solving, visualization and accuracy of medical subject matter in addition to visual impact and technique.

Awards

A two-tiered award system will be used during judging.

AWARD OF EXCELLENCE

To be given to artwork that has met the *highest standards* of the profession. More than one AWARD OF EXCELLENCE may be granted by the judges.

AWARD OF MERIT

To be given to artwork deserving *special recognition of achievement*. The judges may grant multiple AWARDS OF MERIT.

It is not necessary to designate AWARDS OF EXCELLENCE or AWARDS OF MERIT for every category, if the judges do not feel that the entries attain the standards deserving of an award. This is left to the discretion of the judges.

Anonymity

- An attempt will be made to keep the artists anonymous by covering the artists' signatures on printed work and asking that digital entries be submitted without credits for judging. (A credited copy may be used for the Salon opening and display.)
- The identity of judges on individual scoring sheets will also remain anonymous.

Identification

- All work to be judged has an individual code number based on the category and item number. This number must be entered at the top of each scoring sheet by the judge.

GUIDELINES FOR SELECTING JUDGES

1- Get started as early as possible. This process takes longer than you would think.

2- A minimum of 18 judges is suggested, 21 is optimal. If you can get more than 21, all the better.

3- Keep in mind that each year a few judges will end up backing out for various reasons, usually pretty close to the meeting date; therefore, having backups is a wise precaution. Have maybe 2-3 people locally that you know will be at the meeting that can step in to judge in an emergency.

4- Try not to serve as a judge yourself unless absolutely necessary. You will be busy enough on judging day.

5- Use a variety of communication mediums to contact people about

judging. New networking sites such as Facebook and Twitter are excellent resources.

6- Potential judges should meet the following requirements:

A- Must be attending the meeting

B- Must not have scheduling conflicts on the day of judging. Since judging is typically all day Wednesday, this would exclude people who plan to take workshops and those serving on the Board of Governors (the BOG meeting is an all-day Wednesday affair). The exception is for those who prejudge (if prejudging is done). These individuals can take a ½ day workshop and still participate in the judging.

C- Must be members of the AMI

D- Should be qualified to judge the categories to which they are assigned to judge

7- Judges can enter work in the salon but cannot judge the categories in which they have entered work. You will have to factor this in when forming judging groups and assigning categories.

8- Judges who are faculty members at the medical illustration programs should not judge student categories.

9- Make sure that the judges know up front what day the judging is and how long it will take (typically all day) so that they will not sign up for workshops if they have not already done so.

GUIDELINES FOR SALON PREJUDGING

The professional and student animation and interactive categories currently are the only categories eligible for prejudging.

In the past, individuals assigned to judge animation and interactive categories have been hard-pressed to get them judged by the end of the day on Wednesday since these categories require so much more time to adequately review. Prejudging animation and interactive entries is meant to save time on judging day by having the judges in those categories review the entries prior to the meeting. Each such judge will be able to review the entries in his/her assigned categories in the week or two prior to the meeting and then fill in the appropriate score sheets. On Wednesday at the Salon, these judges need only discuss their results with the others in their groups and decide on the award winners. This only takes about an hour to do, making their days shorter and your job much less stressful.

Suggested steps for the prejudging process are outlined below:

- 1- Have the salon hanging committee create 4 different DVDs:
 - 1 DVD with student animation entries
 - 1 DVD with student interactive entries
 - 1 DVD with professional animation entries
 - 1 DVD with professional interactive entries
- 2- Have the salon hanging committee send you the PDF files of all the salon display labels for the entries in those categories.
- 3- “Anonymize” the display labels by blacking out the artist, art director, and company.
- 4- Prepare prejudging packets for each of the judges, including:
 - A- Cover letter with judging instructions (see template on page 10)
 - B- Appropriate DVD(s)
 - C- Printed copy of the anonymized display label for each entry (only for those categories which that judge is evaluating)
 - D- Printed copy of the appropriate score sheet (see pages 11 - 14) stapled to the back of each printed display label

E- CD with PDF versions of the display labels and score sheets (for backup and for those who want to e-mail their results back to you)

5- Send the packets via priority mail to the appropriate judges after verifying their addresses. Priority mail is the least expensive delivery option that still allows the judges to have adequate time to review the materials prior to the meeting.

6- Instruct the judges to bring their completed score sheets with them to the salon on Wednesday, fax them back, or e-mail them back to you.

JUDGING DAY

- 1- A good time to start the judging is at 9 AM on Wednesday. Make sure the judges know where to meet at that time.
- 2- Bring clipboards, pens, and enough score sheets to go around.
- 3- Have your judging assignments sheet handy for reference.
- 4- Get the largest categories (medical color, student color, etc) started first, since they will take some time to get through. To save time, judges in these categories can narrow down the choices to the strongest 20 or so and then fill out score sheets for each of the remaining entries.
- 5- Have the judges fill out the results form for each category, listing the award winners.
- 6- Do not forget to order lunch for everyone, if you have not already made arrangements. Allow for 45 minutes delivery or preparation time.
- 7- Once the judges have completed all the categories, arrange for a small group to determine Student Best of Show (traditional media) and Student Best of Show (new media).
- 8- Review the category results forms to make sure the titles of the winning entries and the name(s) of the artists are complete and correct. Each result form must have the category indicated on it.
- 9- Review the winning entries one last time to double-check for typos or glaring errors. Doing so could spare you, the judges, and the artist some unwanted embarrassment.
- 10- Rewrite the results forms that are not clearly legible. If you have time, typing up the results in Word or some other program is ideal.
- 11- Forward all results to the Awards Committee.

SALON JUDGING BOARD REPORT TEMPLATE

AMI Board Report

Committee Name: Salon Judging

Committee Number: 8550

Report prepared for: Annual meeting 2009 - Richmond, VA

Committee Chair: Russ Edwards

Committee Vice Chair:

Committee members:

Budget

Budget Allowance: \$XXX Amount spent: \$.0

Expenses

Expenses will include lunch for the judges (likely pizza, 7 large pizzas at about \$12 per pie - ~\$90). There will be some expenses associated with pre-judging the digital categories, including: preparation of DVDs, mailing of DVDs to the appropriate judges, and photo-copying of the display labels and entry evaluation forms (~\$100).

Committee Activity

Recruitment

I have 19 committed judges, 20 including myself. I have separated the judges into groups of 3 and assigned various categories for each group to judge based on the experience and skill sets of those judges. All judges have been provided with this list to check for nay overlooked conflicts.

Prejudging

This year, the digital entries (Interactive and Animation categories) will be prejudged beforehand to cut down on the amount of time and stress involved in judging these demanding categories. DVDs of all of the digital entries have been prepared and will be mailed out to the appropriate judges by mid-July. Judging evaluation forms and copies of the display labels will be included in the mailing. The idea is to pare down the list of possible award candidates to a handful, and these few can then be discussed at greater length on the day of judging at the meeting.

Suggestions

I agree with Todd Buck's suggestion last year regarding giving CEU credits to compensate for missed workshop opportunities. I had several potential judges decline because they "needed the CEU credits".

Prejudging may warrant being continued for future meetings, which may hinge on the success of this year's process. I plan to write up a report after the meeting describing step-by-step the process we employed, the obstacles encountered, and suggestions going forward.

Yet another idea would be to split the judging at the meeting into 2 days (Wednesday and Thursday), giving judges the ability to choose what day they wish to judge. This would help

solve the workshop/ CEU problem and give judges more flexibility with their travel plans. It may also eliminate the need for prejudging

Respectfully submitted,

Russ Edwards, MS, CMI
Salon Judging Committee Chair
Richmond 2009

SALON CATEGORIES

PROFESSIONAL CATEGORIES	STUDENT CATEGORIES
<p>A. Instructional Color B. Instructional Continuous Tone C. Instructional Line D. Editorial E. Advertising F. Marketing / Promotional G. Medical-Legal H. Animation H-1 Advertising/Marketing/Promotional H-2 Instructional H-3 Medical Legal H-4 Simulation/Visualization H-5 Broadcast/Film I. Interactive Media I-1 Instructional I-2 Catalogue/E-commerce I-3 Health Promotion/General Interest I-4 Haptic/VR I-5 Entertainment/Recreational J. Three-Dimensional Models K. Fine Art L. Illustrated Medical Book L-1 Atlas L-2 Reference / Clinical text L-3 Nursing / Allied Health Professional text L-4 College / High School / Elementary Science text L-5 Children's text</p>	<p>M. Medical Tone N. Medical Line O. Medical Color P. Editorial Q. Advertising R. Projection Media S. Interactive Media T. Animation</p>

TEMPLATE FOR PREJUDGING MATERIALS COVER LETTER

Michael:

Thank you so much again for agreeing to serve as a salon judge this year. Enclosed in the pre-judging packet are the following:

- 1- 3 entry DVDs (Student animations, Student interactives, and Professional animations)
- 2- 1 judging forms CD which contains:
 - A- PDF version of the judging forms
 - B- PDF versions of the display labels for all the animation and interactive entries
 - C- A copy of the judging assignments
- 3- Printed copies of all the display labels for the entries in the categories for which you are judging
- 4- Printed copies of the appropriate judging score sheets

I have stapled a score sheet to each display label print for your convenience. My hope is that this will make things simpler for you and keep all the papers organized.

A few basic instructions and guidelines:

- 1- Insert the appropriate DVD. You will see a menu that has all the categories listed (i.e. the Professional Animations DVD will have a menu showing all 5 professional animation categories).
- 2- Click the appropriate category. You will now see a list of all the entries in that particular category.
- 3- For each entry you review, use the corresponding score sheet, referring to the attached display label to make sure you have the correct one.
- 4- Remember to judge only the entries in the categories for which you are slotted to judge. For you, these are:
 - A- Professional animation - marketing/promotional (H1)
 - B- Professional animation - instructional (H2)
 - C- Professional animation - simulation/visualization (H4)
 - D- Professional animation - broadcast film (H5)
 - E- Student animation (T)

The professional interactives and animations DVDs have all the categories on them, so just ignore those which you are not judging.

- 5- Fill out the score sheets for each entry in your assigned categories and star those that you feel merit an award. For categories with only 1 or 2 entries, do not feel obligated to give an award by default if you feel the work does not warrant it. Remember, you are not comparing entries as much as you are evaluating them relative to certain standards of excellence.
- 6- BRING THE SCORE SHEETS with you to the salon on Wednesday July 29th. Other options are to fax me the score sheets ahead of time at 804-965-0619 or the fill out PDF versions using the appropriate file(s) from the enclosed CD of judging forms. For either of these 2 options, make sure to identify the entry on each score sheet. Feel free to contact me should you have any questions or comments regarding this process.

As a reminder, we will be getting started on Wednesday the 29th at 9 AM.

See you then.

Respectfully,

Russ Edwards, MS, CMI

Part II: Technique

6. EFFECTIVENESS OF TECHNIQUE AND MEDIA FOR THE INTENDED PRESENTATION FORMAT: All basic reproduction criteria for the intended presentation format should be met, including: appropriate aspect ratio; proper use of color, tone, line, and type within the reproduction limitations of the format; size of rendered original in relation to final format; appropriate level of graphic complexity.	5	4	3	2	1	0
7. COMPOSITION: The use of design elements to focus attention: placement and use of color, tone, or line; contrast; dynamics of form and shape; balance, unity of elements; use of space. In illustrations where mood and drama are part of the message, consider the level and direction of light to create special effects.	5	4	3	2	1	0
8. DRAFTSMANSHIP: In creating the illusion of depth, space, and form , the illustration should exhibit dimensional quality, perspective, proportions, effective use of light, and skill in rendering.	5	4	3	2	1	0
9. CRAFTSMANSHIP: The overall level of skill demonstrated in the application and handling of the technique and media.	5	4	3	2	1	0
10. ANIMATION: The overall skill demonstrated in planning and executing the movements of the camera (or computer). Do the camera (computer) movements help convey the message and focus attention? Are the "in camera" effects, i.e. cuts, dissolves, fades, and supers smooth and error free?	5	4	3	2	1	0
11. SOUND/PICTURE RELATIONSHIP: Is the final animated visual sequence appropriate to the accompanying narrative with respect to pace, content, synchronization, etc?	5	4	3	2	1	0

TOTAL SCORE: _____

AMI Salon **ITEM NUMBER:** _____ **INTERACTIVE**

Excellent 5	Very Good 4	Average 3	Fair 2	Poor 1	Failure 0
Very High	High	Adequate	Low	Minimal	Failure

Circle the score that matches your evaluation of the artwork in response to the criteria.

Part I: Communication/Problem Solving

1. CONVEYS THE MESSAGE: How well does the illustration instruct or tell the story identified in the statement of purpose?	5 0	4	3	2	1
2. APPROPRIATE FOR THE INTENDED AUDIENCE: The information and relationships presented should be clear and instructional.	5 0	4	3	2	1
3. DEGREE OF PROBLEM SOLVING: Consider the degree of problem solving expressed in the illustration and/or the uniqueness of the concept in the pictorial solution. There should be a clear, concise solution; take into account obstacles created by the conceptual and technical parameters of the job.	5 0	4	3	2	1
4. ACCURACY OF MEDICAL OR SCIENTIFIC INFORMATION REPRESENTED: The information must be accurate, depicting currently accepted standards of biological and anatomical relationships and proportions. While pictorial manipulation of anatomical information is often necessary or preferred, it should be done clearly, with purpose and knowledge. It should not be misleading or cause confusion.	10 0	8	6	4	2
5. CLARITY: The pictorial information should be direct, precise, and easily read. It should be unencumbered with excessive, confusing, distracting peripheral information. When the artwork is presented as part of a series, information flow and consistency are taken into consideration.	5 0	4	3	2	1

Part II: Technique

6. EFFECTIVENESS OF TECHNIQUE AND MEDIA FOR THE INTENDED PRESENTATION FORMAT: All basic reproduction criteria for the intended presentation format should be met, including: appropriate aspect ratio, proper use of color, tone, and line, and type within the reproduction limitations of the format or viewing conditions; appropriate level of graphic complexity.	5 0	4	3	2	1
7. COMPOSITION: The use of design elements to focus attention: placement and use of color, tone, or line; contrast; dynamics of form and shape; balance; unity of elements; use of space.	5 0	4	3	2	1
8. DRAFTSMANSHIP: In creating the illusion of depth, space and form, the illustration should exhibit dimensional quality, perspective, proportions, effective use of light, and skill in rendering.	5 0	4	3	2	1
9. CRAFTSMANSHIP: The overall level of skill demonstrated in the application and handling of the technique and media.	5 0	4	3	2	1
10. INTERACTIVITY: Overall instruction effectiveness of program related to stated objectives. Interface design (logic and ease maneuvering through program). Pace and content of any video/narration.	5 0	4	3	2	1

SCORE: _____

TOTAL

BOOK CATEGORY: _____

ITEM NUMBER: _____

Excellent 5	Very Good 4	Average 3	Fair 2	Poor 1	Failure 0
Very High	High	Adequate	Low	Minimal	Failure

Circle the score which matches your evaluation of the artwork in response to the criteria

The following criteria are evaluated in relationship to medical illustration, taking into account the audience and purpose indicated by the book sub-category

1. Appropriate choice of illustration media (photography, tone, line, color, screens) and illustration style (detailed or simple) in light of book's content and stated audience.	5	4	3	2	1
	0				
2. Accuracy of medical illustration.	5	4	3	2	1
	0				
3. Quality of illustration, photography, and graphics.	5	4	3	2	1
	0				
4. Originality of illustration.	5	4	3	2	1
	0				
5. Reproduction quality.	5	4	3	2	1
	0				
6. Page layout and design (in respect to illustration).	5	4	3	2	1
	0				
7. Use of typography (i.e., labels and tables).	5	4	3	2	1
	0				
	5	4	3	2	1
	0				
	5	4	3	2	1
	0				

SCORE _____

TOTAL

Awards:

AMI Illustrated Book Award: The most outstanding book in all qualities listed above, in each category.

AMI Award of Excellence: Illustrated books demonstrating notable publication achievement.

AMI Salon **ITEM NUMBER:** _____

Excellent 5	Very Good 4	Average 3	Fair 2	Poor 1	Failure 0
Very High	High	Adequate	Low	Minimal	Failure

Circle the score that matches your evaluation of the artwork in response to the criteria.

Part I: Communication/Problem Solving

12. CONVEYS THE MESSAGE: Generally, medical art is produced to convey a specific message or idea. How well does the illustration tell the story identified in the statement of purpose? (Instructional, editorial, or advertising.)	5	4	3	2	1
	0				
13. APPROPRIATE FOR THE INTENDED AUDIENCE: The simplicity or complexity of the work should be appropriate for the knowledge of the audience. For example, assumption of anatomical knowledge or an understanding of sagittal sections, etc., should not be made for patient education; simplistic or irrelevant labeling should not be used for specialists in their area of expertise.	5	4	3	2	1
	0				
14. DEGREE OF PROBLEM SOLVING: Consider the degree of problem solving expressed in the illustration and/or the uniqueness of the concept in the pictorial solution. Take into account obstacles presented by the conceptual and technical parameters of the job. (For scoring, was the problem solving high or low?)	5	4	3	2	1
	0				
15. ACCURACY OF MEDICAL OR SCIENTIFIC INFORMATION REPRESENTED: The information must be accurate, depicting currently accepted standards of biological and anatomical relationships and proportions. Pictorial manipulation of anatomical information or distortion is sometimes necessary or preferred, it should be done clearly, with purpose and knowledge. It should not be misleading or cause confusion. This criteria is double weighted.	10	8	6	4	2
	0				
16. CLARITY: The pictorial information should be clear, direct, precise, and easily read. It should be unencumbered with excessive, confusing, distracting peripheral information. When the artwork is presented as part of a series, information flow and consistency are taken into consideration.	5	4	3	2	1
	0				

Part II: Technique

<p>17. EFFECTIVENESS OF TECHNIQUE AND MEDIA FOR THE INTENDED PRESENTATION FORMAT: All basic reproduction criteria for the intended presentation format should be met, including: appropriate aspect ratio; proper use of color, tone, line, and type within the reproduction limitations of the format; size of rendered original in relation to final format; appropriate level of graphic complexity.</p>	<p>5 4 3 2 1 0</p>
<p>18. COMPOSITION: The use of design elements to focus attention: placement and use of color, tone, or line; contrast; dynamics of form and shape; balance; unity of elements; use of space. In illustrations where mood and drama are part of the message, consider the level and direction of light to create special effects.</p>	<p>5 4 3 2 1 0</p>
<p>19. DRAFTSMANSHIP: In creating the illusion of depth, space and form, the illustration should exhibit dimensional quality, perspective, proportions, effective use of light, and skill in rendering.</p>	<p>5 4 3 2 1 0</p>
<p>20. CRAFTSMANSHIP: The overall level of skill demonstrated in the application and handling of the technique and media.</p>	<p>5 4 3 2 1 0</p>

TOTAL

SCORE: _____

AMI Conference • 2009 • Richmond, VA

Salon Judging Result Form

Category: _____

Circle one: Professional Student

Please print clearly, and include the artist's full name and the complete title of the piece!
(If more than 5 recipients are selected, please continue on the back of this sheet)

Award(s) of Excellence:

Artist: _____ Title: _____

Artist: _____ Title: _____

Artist: _____ Title: _____

PROFESSIONAL CATEGORIES

Artist: _____ Title: _____

Artist: _____ Title: _____

Certificate(s) of Merit:

Artist: _____ Title: _____

JUDGING ASSIGNMENTS SHEET

<i>INSTRUCTIONAL COLOR</i> Judge 1 Judge 2 Judge 3	<i>INSTRUCTIONAL TONE</i> Judge 1 Judge 2 Judge 3	<i>INSTRUCTIONAL LINE</i> Judge 1 Judge 2 Judge 3
<i>EDITORIAL</i> Judge 1 Judge 2 Judge 3	<i>ADVERTISING</i> Judge 1 Judge 2 Judge 3	<i>MARKETING/PROMO</i> Judge 1 Judge 2 Judge 3
<i>MEDICAL-LEGAL</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: MARKETING/PROMO</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: INSTRUCTIONAL</i> Judge 1 Judge 2 Judge 3
<i>ANIMATION: MEDICAL-LEGAL</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: SIMULATION/VISUALIZATION</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION: BROADCAST/FILM</i> Judge 1 Judge 2 Judge 3
<i>INTERACTIVE: INSTRUCTIONAL</i> Judge 1 Judge 2 Judge 3	<i>INTERACTIVE: CATALOGUE/E-COMMERCE</i> Judge 1 Judge 2 Judge 3	<i>INTERACTIVE: HEALTH PROMO/GEN. INT.</i> Judge 1 Judge 2 Judge 3
<i>INTERACTIVE: HAPTIC/VR</i> Judge 1 Judge 2 Judge 3	<i>INTERACTIVE: ENTERTAINMENT/REC</i> Judge 1 Judge 2 Judge 3	
<i>3D MODELS</i> Judge 1 Judge 2 Judge 3	<i>BOOK: ATLAS</i> Judge 1 Judge 2 Judge 3	<i>BOOK: REFERENCE/CLINICAL TEXT</i> Judge 1 Judge 2 Judge 3
<i>BOOK: NURSING/ALLIED HEALTH TEXT</i> Judge 1 Judge 2 Judge 3	<i>BOOK: COLLEGE/HIGHSCHOOL TEXT</i> Judge 1 Judge 2 Judge 3	<i>BOOK: CHILDREN'S TEXT</i> Judge 1 Judge 2 Judge 3
STUDENT CATEGORIES		
<i>MEDICAL TONE</i> Judge 1 Judge 2 Judge 3	<i>MEDICAL LINE</i> Judge 1 Judge 2 Judge 3	<i>MEDICAL COLOR</i> Judge 1 Judge 2 Judge 3
<i>EDITORIAL</i> Judge 1 Judge 2 Judge 3	<i>ADVERTISING</i> Judge 1 Judge 2 Judge 3	<i>PROJECTION MEDIA</i> Judge 1 Judge 2 Judge 3
<i>INTERACTIVE MEDIA</i> Judge 1 Judge 2 Judge 3	<i>ANIMATION</i> Judge 1 Judge 2 Judge 3	

2. MEMBER GUIDELINES FOR OBTAINING CONTINUING EDUCATION CREDIT AND MAINTAINING CMI STATUS

What are the categories and hour requirements for Continuing Education courses/workshops?

- If CMI term began BEFORE December 31, 2002 these are your requirements:
Art/Medical Review: 28 hours minimum required
Business: 7 hours maximum
A total of 35 hours is required at the end of the 5-year Certification period to retain CMI status.
- If CMI term (new, or renewing) began AFTER December 31, 2002 these are your requirements:
Art: 14 hours minimum required
Biomedical Sciences: 14 hours minimum required
Business: 7 hours maximum optional
A total of 35 hours is required at the end of the 5-year Certification period to retain CMI status.

What is the difference between the Continuing Education committee and the Board of Certification?

The Continuing Education committee (hereafter known as the CE committee) is charged with evaluating classes, courses, workshops and other similar activities, and deciding on their relevance to the practice of medical illustration. The CE committee also recommends to the Board of Certification the required number of CE hours and the required course categories. The CE committee deals with that five-year period between the time the medical illustrator becomes certified and when it is time to renew.

The Board of Certification is not an AMI committee, but an administratively and financially independent entity answering to the AMI Board of Governors on an information basis only. The Board of Certification of Medical Illustrators is a member of the National Organization for Competency Assurance (NOCA), which develops standards and accredits organizations that meet those standards. In turn, NOCA is accredited by the National Commission for Certifying Agencies (NCCA), the only national accreditation body for private certification organizations in all disciplines. NOCA's members come from nearly all health professions that need to establish and maintain competency standards. The Board of Certification manages the beginning and end of the certification process by administering the written test and portfolio review that certifies the medical illustrator, and keeps track of the term expiration dates of certified medical illustrators.

Once you have become a Certified Medical Illustrator by successfully completing the written exam and portfolio review, you will need to know:

How do I maintain my CMI status?

Begin acquiring the required 35 CE hours by finding courses to take either at the AMI meeting or elsewhere (colleges, universities, museums, hospitals, on-line, commercial computer schools, etc.) Courses and workshops given at the AMI, HeSCA and GNSI meetings are usually pre-approved for credit. Courses or workshops taken elsewhere require pre-approval for CE credit by the CE committee.

To obtain pre-approval, fill out the Continuing Education Activity Information Form located on-line on the AMI website. This will automatically be emailed to the CE committee chair and the CE committee, and a copy will also be emailed back to you for your records. If you do not receive an email copy of the Information form after you've filled it out, please contact the CE committee chair, as the form might not have processed correctly. The CE committee chair should email you to tell you whether your course has been approved, but if you don't hear anything within 2 weeks of your submittal, please be sure to ask about its status.

For those without Internet access, or for those preferring not to use the on-line form; hard copy, Word or PDF versions of the Information form and list of committee members can be obtained from the CE committee chair, AMI Headquarters or the AMI web site. The Information form is completed and then mailed to the CE committee chair and at least three CE committee members. If you wish to receive a copy of your approved Information form, enclose a SASE. Steps Two or Three should be done BEFORE taking a course, but if not, it MUST be done within 30 days after the course is completed or no CE credit can be issued.

After a course is completed the Continuing Education Activity Verification Form *must* either be filled out on-line, or mailed to AMI Headquarters *within 30 days of the end of your course or workshop* or no CE credit can be issued. It is NOT ENOUGH to have the CE committee approve a workshop; you MUST make sure that the Activity Verification form gets to AMI Headquarters, who keep track of your CE hours. That is the ONLY WAY Headquarters has of knowing how many hours you've earned. You can check your status on line at the AMI web site Member Services section, or every year when receive your dues statement, which lists your CE credits to that date.

Your certification period is for a 5 year term. If your contact information is up to date, the Board of Certification will contact you near the end of your term with a renewal reminder and renewal instructions.

Time to start racking up another 35 hours!

