

SAR Committee Structure Summary

Revised January 2016

AS STATED IN THE BYLAWS OF THE SOCIETY:

Article V – Committees:

The constitution and composition of the committees below represent an attempt to create an administrative framework to support a highly functional organization and, by balanced composition, assure that the entire field of abdominal radiology has a voice in shaping the educational and research goals of the Society. The numbers and types of persons on each committee, term lengths, and methods of succession may require revision in the future.

- Unless stated otherwise, the President shall appoint Members to all committees.
- Standing and ad hoc committees will exist.
- Ad hoc committees will be formed and Members appointed as needed.
- Committee chairs shall submit annual reports to the Board of Directors in advance of the Annual Meeting.

MEMBERSHIP TYPES AND ELIGIBILITY TO SERVE ON COMMITTEES

Eligible to Serve: Active; International; Affiliate; Emeritus

Eligible to be Chair: Fellows

Not Eligible: Honorary; Member-in-Training

COMMITTEE STRUCTURES

Example/Notes:

Committee Name (# of members)

- **Responsibility:** the primary focus or function of the Committee.
- **Manner of Business:** most committees conduct their business through emails, and 1 to 2 conference calls throughout the year; some also convene at the annual meeting.

**Limit one term only (may be re-appointed after 3-year committee retirement)*

Annual Meeting Council - Scientific Program Committee (12+1)

- Abstracts presented at the annual meeting, which includes solicitation, selection and distribution of the poster and paper awards.
- Online review and grading; attending scientific sessions at the meeting and onsite grading for award selection

Annual Meeting Council - Educational Program Committee (12+4)*

- Plenary session and workshops at the annual meeting.
- Conference calls; meeting at the annual meeting (to begin planning for the following meeting)

CME Committee (6 +1)

- Assure the educational and scientific programs remain in compliance with the Essentials and Standards of the ACCME guidelines.
- Conference calls; meeting at the annual meeting

Corporate Support Committee (6+ 6)

- Seek corporate or other support for the goals, endowments, and research missions of the Society; identify any potential general Member with strong industry connections and obtain contacts.
- Meeting at the annual meeting; independent relationship building and meetings with supporters

Ethics Committee (3+1)

- Adjudicate any and all charges of ethical violations as brought against any member as outlined in Article II, Section 6, Item C.
- Emails and conference calls, as needed

Finance Committee (3+3)

- Audit all financial reports, annually review the dues structure of the Society to ensure that it is in line with Society's initiatives and that of other like organizations; works with the Society's management company.
- Emails and conference calls, as needed

International Education/Visiting Professorship Committee (6 +1)*

- Choose the Igor Laufer Visiting Professor; choose the Marshak Lecturer; and solicit participation for faculties for any travelling outreach programs.
- Two conference calls (one for nomination and selection of the Visiting Professor; one for IEC faculty selection); online review of IEC applications

Maintenance of Certification (MOC) Committee (6)

- Research, implement and evaluate the initiatives of the Society in regard to the Maintenance of Certification Exam, Self-Assessment Modules, Practice Quality Improvement projects and other self-evaluation projects put into place within the practice of radiology.
- Emails and conference calls, as needed

Membership Committee (6+1)

- Recommend new Members; assure proper documentation for desired level of membership is reviewed; assist with Member retention.
- Monthly online review of new member applications

Nominating Committee (6+1)*

- Select new Board Member (Second Director-in-Succession).
- One or two conference calls

Special Awards Committee (3+2)*

- Propose recipients of the Cannon Medal (GI), Pollack Medal (GU) and the Lifetime Achievement Awards (GI and GU). At its discretion, the Committee may periodically award one (1) Distinguished International Member Award per year; Hall of Fame membership poster design and composition.
- One or two conference calls

Research Committee (6 (9 or 12, as needed))

- Review proposals/applications for the SAR research awards (Wylie J. Dodds; Morton A. Bosniak; Howard S. Stern).
- Online review and ranking of applications; conference call to select recipients

Rules and Bylaws Committee (3+1)

- Write any and all bylaw changes as proposed by the Board or membership.
- Emails and conference calls, as needed

ACR Councilor and Alternate Councilor (2 Representatives)

- Attend the ACR annual meeting on behalf of the Society; keep the SAR Board of Directors apprised of ACR activities; have a conference call to discuss pertinent ACR resolutions prior to the SAR Annual Meeting, if necessary; as requested, prepare an article on significant happenings relating to ACR meetings for society publications (e.g. newsletter, website, etc.); prepare reports for the SAR Board meetings; turning over all records to the incoming ACR Councilor.
- Emails and conference calls, as needed; attendance to ACR annual meeting
- *These positions and responsibilities are based on the bylaws of the ACR*

Disease-Focused Panel (DFP) Oversight Committee (6+1)

- To provide feedback to potential Disease-Focused Panels (DFP groups) and review applications for DFP status and renewal, and make recommendations to the SAR Board. The DFP Oversight Committee will review annual DFP reports, decide upon renewal of DFP status, and submit annual reports to the SAR Board.
- Multiple conference calls and online review and grading of applications; multiple onsite meetings at the annual meeting including the Town Hall and individual appointments with Panel Chairs

Informatics Committee (6+1)

- Researching and providing information and guidance on certain online components, such as: an app for the annual meeting and search optimization of the Society's website via Google.
- Online review; Email and conference calls throughout the year; meeting at the annual meeting

SAR Updates Committee (6+1)

- Providing newsworthy updates to the SAR website and/or social media outlets. The updates may be in regard to the Society, its members or to the field of radiology, but must be of relevance and interest to the membership.
- Emails and conference calls as needed; forwarding electronic news for posting

Social Media Committee (9+1)

- Researching, implementing and managing the social media activities of the Society, and working to engage SAR members through the Society's active social media outlets.
- Multiple conference calls; use of online social media resources (i.e. Hootsuite, Facebook, Twitter, etc.); meeting at the annual meeting

Website Education Committee (12+1)

- Collecting, managing and curating educational material (for CME credit or otherwise) that will help to create a year-round online resource, and that will be of value to the SAR members and others in the field of radiology.
- Online review and meeting at the annual meeting for onsite review and grading for selection

Website Oversight Committee (0+5 (special setup))

- To oversee the functions of the SAR website and the website-related committees, including Informatics, Updates, Social Media and Website Education. This Committee will work together in order to ensure cohesive efforts for maintaining the SAR website and activities connected to each of the aforementioned groups.
- Emails and conference calls, as needed
- *This Committee is comprised of the chairs of the Informatics; Social Media; Updates and Website Education Committees, and is chaired by the Past President.*

AD HOC COMMITTEES, ADVISORY BOARDS, COUNCILS

SAR Advisory Board (6)

- Assuring that the annual meeting program is meeting the needs of the membership and the strategic vision of the Society, in addition to meeting with the Board of Directors as called upon to assist with strategic planning and other initiatives as deemed necessary by the Board.
- Emails and conference calls, as needed

Maintenance of Certification (MOC) Advisory Committee (3 or 6, as needed)

- Providing guidance to the Committee and its proposed initiatives for MOC opportunities for the SAR members.
- Emails and conference calls, as needed

ACR Strategic Alliance Committee (3+ 2)

- Identifying ways in which the Society and/or its members can collaborate with the American College of Radiology.
- Emails and conference calls, as needed

Training Education Committee (and APDAR) (6)

- Developing training and educational resources and programs for trainees, residency and program directors in abdominal radiology.
- Emails and conference calls, as needed; meetings of the committee at the annual meeting; open forum meeting with participants of the Alliance of Program Directors in Abdominal Radiology (APDAR)