



Description of Standing Committees

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Committees

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I. CONTINUING MEDICAL EDUCATION (CME) COMMITTEE

A. Membership/Meetings

The committee shall consist of a minimum of seven (7) members. There shall be a chair and vice chair.

The committee shall meet via conference call 3-6 times annually and by e-ballot as needed.

All e-ballots are due within 10 days unless noted otherwise (there may be time sensitive issues that require a response within a shorter time period).

B. Duties and Responsibilities

The committee shall review and evaluate Annual and Mid Year activities held subsequent to the previous committee meeting; review and assist, if necessary, the current activity; and review and approve future activities a minimum of 12 months prior to the date of the course.

The committee shall annually review and make recommendations to the Board of Directors regarding policies relating to the Annual and Mid Year continuing medical education program.

The committee shall assist in accreditation compliance relating to the Annual and Mid Year continuing medical education programs.

The committee will annually review and make recommendations regarding the CME Mission Statement.

The committee will make recommendations to the Board of Directors regarding future activity topics and program chair.

The committee shall submit reports and recommendations to the Board of Directors for consideration in a timely manner.

II. COMMITTEE ON EVALUATION AND EDUCATIONAL STANDARDS (E²S)

A. Membership/Meetings

The committee shall consist of a minimum of five (5) members.

Membership of the committee should include but not be limited to residency program directors.

It is anticipated that the committee will meet by e-ballot as needed.

All e-ballots are due within 10 days unless noted otherwise (although infrequent, there may be time sensitive issues that require a response within a shorter time period).

The AOCR representative to the American Osteopathic Association Program and Trainee Review Council must be a member of this committee.

B. Duties and Responsibilities

The committee shall review requests from the American Osteopathic Association regarding postdoctoral education and make recommendations.

The committee shall monitor the residency training programs.

The committee shall submit reports and recommendations to the Board of Directors for consideration in a timely manner.

III. HONORS AND AWARDS COMMITTEE

A. Membership/Meetings

The committee shall consist of a minimum of five (5) members.

It is anticipated that the committee will meet via conference call 1-2 times annually and by e-ballot as needed.

All e-ballots are due within 10 days unless noted otherwise (although infrequent, there may be time sensitive issues that require a response within a shorter time period).

B. Duties and Responsibilities

The committee shall develop criteria for qualification for specific honors including Fellowship, Distinguished Service Award, Trener Medal, and other appropriate awards.

The committee shall review and make recommendations for candidates to be honored by the college.

The committee shall recommend the appropriate procedure and occasion for presentation of the honor.

The committee shall submit a report and recommendations to the Board of Directors for consideration in a timely manner.

IV. LEADERSHIP IDENTIFICATION COMMITTEE (LIC)

C. Membership/Meetings

The committee shall consist of five (5) members including the immediate past president, who shall serve as chair, president, president-elect, vice president, and the most recent immediate past president.

It is anticipated that the committee will meet via conference call 1-2 times annually and by e-ballot as needed.

D. Duties and Responsibilities

It shall be the responsibility of the Leadership Identification Committee to carefully investigate the candidates proposed for the various offices and committees to determine their ability, availability, interests, membership in required organizations and whether they have satisfied their financial obligation to the college.

The committee shall name one (1) candidate for each office. They shall present a candidate for Vice President, and the person elected to that office shall succeed on the completion of the term to the office of President-Elect upon confirmation by the Board of Directors and then to President upon confirmation by the Board.

A candidate for Secretary/Treasurer shall be presented every other year inasmuch as this office is for a two year term.

Candidates shall be presented for membership on the Board of Directors for three (3) year terms as necessary.

It is also the responsibility of the Leadership Identification Committee to carefully investigate candidates and make recommendations for members of the AOCR Education Foundation Board.

The committee shall also oversee the appointment of the Editor in Chief of the journal of the American Osteopathic College of Radiology (JAOCR) as well as, appoint a panel of peer reviewers for the JAOCR.

The committee shall submit recommendations for consideration in a timely manner.

The committee shall also be responsible for the appointment of committee members. There shall be careful consideration based on the needs of the AOCR and the qualifications of the member. Committee appointments will be made with consideration of a long term leadership plan.

V. **ONLINE CONTINUING MEDICAL EDUCATION (OCME) COMMITTEE**

A. Membership/Meetings

The committee shall consist of a minimum of five (5) members.

It is anticipated that the committee will meet via conference call 3-4 times annually and by e-ballot as needed.

All e-ballots are due within 10 days unless noted otherwise (there may be time sensitive issues that require a response within a shorter time period).

B. Duties and Responsibilities

The committee shall review and evaluate online CME activities held subsequent to the previous committee meeting; review and assist, if necessary, the current online CME activities; and review and approve future online CME activities.

The committee shall annually review and make recommendations to the Board of Directors regarding policies relating to the online portion of the continuing medical education program.

The committee shall assist in accreditation compliance relating to the online continuing medical education programs.

The committee shall submit a report and recommendations to the Board of Directors for consideration in a timely manner.

VI. EDUCATIONAL EXHIBITS COMMITTEE

A. Membership/Meetings

The membership shall consist of a minimum of five (5) members.

Consideration should be given to including Active Members with expertise in the various imaging modalities.

It is anticipated that the committee will review 25-30 electronic research exhibit abstracts as well as score 25-30 completed electronic research exhibits annually. All reviews are done electronically. The committee may also meet via conference call 1-2 times annually as needed.

All e-ballots are due within 10 days unless noted otherwise (although infrequent, there may be time sensitive issues that require a response within a shorter time period).

B. Duties and Responsibilities

The committee shall develop guidelines for preparation and submission of an electronic research exhibit.

The committee shall develop evaluation criteria for the exhibits.

The committee shall review and evaluate all abstracts.

The committee shall score all completed projects.

The committee shall submit a report and recommendations to the Board of Directors for consideration in a timely manner.