STANDING COMMITTEES

Annual Survey
Charge: To prepare and distribute the annual APDR survey to the membership and report results to the Board of Directors and the membership.
Composition: The President will appoint a chairperson and at least three additional members.
Term: Minimum 1 year, Maximum 4 years
Meeting Schedule: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.
Duties of the Chair: The Chair assigns question writing to members of the committee and solicits questions from Chairs of other committees. The Chair edits and distributes the final survey. The Chair prepares and presents a report for the Board of Directors meetings at the RSNA and AUR meetings.
Annual Time Commitment: 3-5 hours per year

Archives Committee
Charge: The Archives Committee will solicit volunteers annually for the American Board of Radiology exam committees. The committee keeps a record of the history of the Association.
Composition: The President will appoint a chairperson and at least two additional members.
Term: Minimum 1 year, Maximum 4 years
Meeting Schedule: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.
Duties of the Chair: The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.
Annual Time Commitment: 3-5 hours per year

Awards Committee
Charge: The Awards Committee may select up to two individuals as candidates for the Achievement Award as follows: zero or one recipient for outstanding service to the APDR, and zero or one recipient who has made a significant contribution to the advancement of education in radiology. The committee will submit any names selected to the Board of Directors of the APDR at the Fall Board Meeting for approval.
Composition: The Awards Committee shall consist of five members including the Second Director-at-Large and First Director-at-Large who will serve as chair.
Term: Minimum 1 year, Maximum 4 years
Meeting Schedule: The committee typically meets via conference call once per year to select nominees for the Achievement Award.
Duties of the Chair: The Chair prepares and presents a report for the Board of Directors meeting at the RSNA meeting.
Annual Time Commitment: 1-2 hours per year

Diversity Committee
Charge: The Diversity Committee will create and maintain a resident and fellow training curriculum in diversity, inclusion, health disparity and cultural competency. This process may include: (1) identifying current available resources, (2) partnering with organizations, (3) setting specific
expectations regarding deliverables, (4) making the radiology community aware of initiatives, and (5) creating momentum through distribution of ideas.

**Composition:** The Diversity Committee shall consist of a chairperson and at least three additional members.

**Term:** Minimum 1 year, Maximum 4 years

**Meeting Schedule:** The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair:** The Chair prepares and presents a report for the Board of Directors meeting at the AUR and RSNA meeting.

**Annual Time Commitment:** 5-10 hours per year

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**Education Committee**

**Charge:** The Education Committee will establish the educational objectives of the Association and suggest methods for their implementation.

**Composition:** The President will appoint a Chairperson and three additional members.

**Term:** Minimum 1 year, Maximum 4 years

**Meeting Schedule:** The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair:** The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.

**Annual Time Commitment:** 6–8 hours per year

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**Electronic Communications Committee**

**Charge:** The Electronic Communications Committee shall oversee all aspects of the APDR’s electronic resources.

**Goals:**
- Implement best methods of electronic communication for members of APDR.
- Realize that no one method is used by all APDR members. Provide options for all.
- Maintain APDR’s social media sites (Facebook, Hootsuite, LinkedIn, Twitter)
- Update, cull, and maintain archive of APDR documents on website
- Provide list of resources for new and existing Program Directors
- Provide easy access to APDR membership application and payments
- Provide access to APDR presentations from annual meeting

**Composition:** The President will appoint a chairperson, and at least three additional members.

**Term:** Minimum 1 year, Maximum 4 years.

**Meeting Schedule:** The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair:** Monthly coordination of website changes via communication with the Board of Directors and staff. The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.

**Annual Time Commitment:** 6–8 hours per year

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**Faculty Development Committee**

**Charge:** The committee will review faculty performance and assessment methods, faculty career mentorship, and faculty skills training on behalf of APDR. The committee may suggest content for the Annual Meeting.

**Composition:** The President will appoint a chairperson and at least three additional members.

**Term:** Minimum 1 year, Maximum 4 years.

**Meeting Schedule:** The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary. Some of the committee’s work may be accomplished by email or other electronic communication.
Duties of the Chair: The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.

Annual Time Commitment: 5-10 hours per year

Fellowship Directors
Charge: To provide support to fellowship program directors and attempt to provide solutions to common problems in fellowship education. This committee will be the voice for issues pertaining to fellowship education for the APDR Board of Directors.
Composition: The President will appoint a chairperson and at least three additional members.
Term: Minimum 1 year, Maximum 4 years
Meeting Schedule: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.
Duties of the Chair: The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.
Annual Time Commitment: 5-6 hours per year

Finance Committee
Charge: The Finance Committee shall establish continuity in the supervision and monitoring of all fiscal activities of the Association including review of the annual budget as well as the operational budget for each annual meeting. The committee shall advise and make recommendations to the officers and the Board of Directors and through them to the membership in matters concerning the fiscal status of the Association.
Composition: The Chair of the Finance Committee shall be elected to one non-renewable four-year term. The Treasurer and the First Director-at-Large will serve as members of the Committee, and one additional Committee member will be elected each year for one non-renewable three-year term.
Term: Chair — 4 years, non-renewable; committee members — 3 years, non-renewable
Meeting Schedule: The committee meets via conference call to review budgets and finance reports.
Duties of the Chair: The Chair reviews and presents the financial report for the Board of Directors meetings at the RSNA and AUR meetings.
Annual Time Commitment: 2-4 hours per year

Grant Oversight
Charge: To coordinate the activities of the Jerome Arndt Grant. The committee is responsible for the solicitation of applicants, selection of applicants (subject to the APDR Board approval), ensuring grant deliverables are met, financial oversight of grants, and coordination with sponsors or other groups as needed.
Composition: The President will appoint a chairperson and at least three additional members.
Term: Minimum 1 year, Maximum 4 years
Meeting Schedule: The committee meets in person or via conference call as necessary to align with the grant application deadline.
Annual Time Commitment: 5-6 hours per year

Long Range Planning Committee
Charge: The Long Range Planning Committee is charged with creating an implementation/execution plan for the APDR Strategic Plan as approved by the Board.
Composition: The Long Range Planning Committee will consist of a Chairperson and at least three other members. The Chairperson will be selected by the APDR Nominating Committee and will serve a three year term. Additional members will be appointed by the President.
Term: Minimum 1 year, Maximum 4 years
**Meeting Schedule**: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair**: The Chair prepares and presents a report for the Board of Directors meetings at the RSNA and AUR meetings.

**Annual Time Commitment**: 3-5 hours per year

**Matching Plan Committee**

**Charge**: The Matching Plan Committee will track the NRMP and ERAS statistics, analyze data, and present its findings to the Board during the RSNA meeting and the AUR meeting; and to the membership at the annual business meeting during AUR.

**Composition**: The President will appoint a chairperson and at least three additional members.

**Term**: Minimum 1 year, Maximum 4 years

**Meeting Schedule**: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair**: The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.

**Annual Time Commitment**: 5-10 hours per year

**Membership Committee**

**Charge**: The Membership Committee will review all new Membership applications. The membership committee shall encourage and facilitate the recruitment of new members. The membership committee also oversees and implements the APDR mentorship program as well as maintains the Speakers Bureau.

**Composition**: The Membership Committee shall consist of the Second and Third Directors-at-Large and at least three other members appointed by the President.

**Term**: Appointed members shall each serve staggered 3 year terms.

**Meeting Schedule**: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair**: The Chair updates the membership solicitation letter sent to new program directors annually. The Chair assigns mentors to program directors asking for mentorship. The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.

**Annual Time Commitment**: 3-5 hours per year

**Nominating Committee**

**Charge**: The Nominating Committee shall select one candidate for Director-at-Large and one candidate for the Finance Committee. The chairperson of the Nominating Committee will present the nominees for election at the annual meeting.

**Composition**: The Nominating Committee shall consist of the Immediate Past President of the Association who will serve as the Chair, the President, and two members appointed by the President.

**Term**: Minimum 1 year, Maximum 4 years

**Meeting Schedule**: The committee typically meets via conference call once per year to select candidates for Director-at-Large and the Finance Committee. The committee also selects the Long Range Planning Committee Chair every third year.

**Duties of the Chair**: The Chair prepares and presents a report for the Board of Directors meeting at the RSNA meeting.

**Annual Time Commitment**: 1-2 hours per year

**Program Committee**
**Charge:** The Program Committee, with the counsel of the President and the President of the AUR, will be responsible for the development and implementation of all aspects of the APDR Spring Program.

**Composition:** The Program Committee shall consist of the President-elect who will serve as the Chair, the Secretary-Treasurer, the First Director-at-Large, and two members appointed by the President.

**Term:** Minimum 1 year, Maximum 4 years

**Meeting Schedule:** The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair:** The Chair, working with the committee, solicits ideas for the annual meeting, invites speakers and prepares the program for the annual meeting. The Chair prepares and presents a report for the Board of Directors meeting at the RSNA and AUR meetings.

**Annual Time Commitment:** 5-7 hours per year

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**Rules Committee**

**Charge:** The function of this committee is to prepare amendments or changes in the bylaws for approval of the membership at the direction of the President.

**Composition:** The Rules Committee shall consist of three members appointed by the President.

**Term:** Minimum 1 year, Maximum 4 years

**Meeting Schedule:** The committee meets as needed. Conference calls are scheduled when necessary.

**Duties of the Chair:** The Chair shall serve as Parliamentarian during the annual meeting. The Chair prepares and presents a report for the Board of Directors meeting at the AUR and RSNA.

**Annual Time Commitment:** 1-2 hours per year

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**Small Program/Non-University**

**Charge:** To increase identity and address unique issues among small residency programs which have unique issues. To increase APDR membership and committee representation among small and non-university programs.

**Composition:** The President will appoint a chairperson and at least three additional members by the following criteria: A small program is defined as a radiology residency with 20 residents or less. A non-University program does not have the words University, school of medicine, or medical school in its program title in the American Medical Association's graduate medical education directory.

**Term:** Minimum 1 year, Maximum 4 years

**Meeting Schedule:** The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.

**Duties of the Chair:** The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.

**Annual Time Commitment:** 3-5 hours per year

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**AD HOC COMMITTEES**

**Common Program Requirements Resources**

**Charge:** Part VI of the new ACGME common program requirements is effective as of July 1, 2017. There are many new requirements regarding “quality of life” issues that programs may not have focused on previously. This ad hoc committee will help create shared resources that programs can adapt to meet these requirements.

**Composition:** The President will appoint a chairperson and at least three additional members.

**Term:** Minimum 1 year, Maximum 4 years

**Meeting Schedule:** The committee meets at the RSNA and AUR meetings. Conference calls are
Duties of the Chair: The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.

Development Committee (Ad Hoc)
Charge: The function of this committee is to raise funds for the APDR.
Composition: The President will appoint a chairperson and at least three additional members.
Term: Minimum 1 year, Maximum 4 years
Meeting Schedule: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.
Duties of the Chair: The Chair will supervise grant writing, direct solicitation of APDR members, Corporate partners, other interested parties, and additional sources of funding.
Annual Time Commitment: As needed.

Nuclear Medicine Program Directors
Charge: The Nuclear Medicine Committee will monitor issues facing nuclear medicine training in order to educate APDR members. It will also serve as a liaison with Nuclear Medicine program directors.
Composition: The President will appoint a chairperson and at least three additional members.
Term: Minimum 1 year, Maximum 4 years
Meeting Schedule: The committee meets at the RSNA and AUR meetings. Conference calls are scheduled when necessary.
Duties of the Chair: The Chair prepares programming for the AUR meeting related to nuclear medicine. The Chair prepares and presents a report on committee activities for the Board of Directors meetings at the RSNA and AUR meetings.
Annual Time Commitment: 1-3 hours per year

TASK FORCES

Early Career/Junior Members Task Force
Charge: To identify and recommend resources and opportunities for early career program directors, to include anyone who has been a member of the APDR for 3 years or less.

ERAS Task Force
Charge: To examine the feasibility of early discovery for ERAS and recommend an action plan to the APDR.

Global Health Initiative for Residents Task Force
Charge: To evaluate the current status of resident/fellow radiology education in global health and recommend an action plan to the APDR.