



Australian and New Zealand Emergency Radiology Group Terms Of Reference

Name	Australian and New Zealand Emergency Radiology Group	
Type	Standing Committee <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Reference Group or Panel <input type="checkbox"/>	Working Group <input type="checkbox"/> Special Interest Group <input checked="" type="checkbox"/>
Date	Ratified by the ANZERG SIG on 17 November 2015 and endorsed by the Faculty of Clinical Radiology Council at the meeting on 15 December 2015.	
Review/ cessation date	Review <input checked="" type="checkbox"/> Date: December 2018	Cessation <input type="checkbox"/> Date - Ongoing
Objectives	<ul style="list-style-type: none"> Establishing a network of members interested in emergency and trauma radiology. Conduct educational activities at the RANZCR ASM and subsequently establish stand alone scientific meetings. Established under the auspices of the Faculty of Clinical Radiology. To be the advisory body to the College on matters relating to emergency and trauma radiology on scientific, educational, patient centered operational issues. To liaise with similar international bodies or societies such as ESER. ASER and SER and work collaboratively on matters of common interest. 	
Scope	<p>Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Member Engagement and Services Unit in the first instance for discussion and subsequent referral to the FCR Council where appropriate.</p> <p>1. Approval of expenditure Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> exceptions: NONE</p> <p>Request for expenditure of College funds to be directed to the College CEO. Funds greater than \$3,000 to be requested through the RANZCR Board of Directors.</p> <p>2. Approval of additional projects Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> exceptions: NONE</p> <p>3. Approval of work that would significantly expand /alter objectives or scope of the committee/group Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>4. Approval of work that would require additional support from RANZCR staff Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> exceptions: NONE</p> <p>5. Ratification of policies and guidelines Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> exceptions: NONE</p> <p>6. Establishment of sub-committees or working groups</p>	

	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>7. External representation of the College (media, forums, other) must be specifically delegated by the President</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Reporting arrangements	<ul style="list-style-type: none"> Written reports on the deliberations and activities of the SIG will be provided on an annual basis prior to the last FCR Council meeting of each year. Updates on activities of the SIG to the College membership will be provided through the College newsletter (at least once per year), the website (through own page).
Liaison and links	RANZCR Special Interest Groups report annually to and are accountable to the FCR Council.
Membership and Executive	<p>Membership of the SIG is open to College members who share the aims of the SIG. The member list will be maintained at the College and updated regularly as more interest grows amongst the members.</p> <p>As of 17 November 2015, the membership of the ANZERG SIG stands at 72.</p> <p>An Executive of the SIG was formed at the 2015 RANZCR ASM in Adelaide.</p> <p>The following office bearers were elected:</p> <p>Chairperson:</p> <ul style="list-style-type: none"> A/Prof Dinesh Varma <p>Executive Members:</p> <ul style="list-style-type: none"> Dr Craig Hacking Dr Meredith Thomas Dr Sean Skea Dr Gerard Goh
Terms of membership	All College members are able to join Special Interest Groups.
Meetings	The Executive group at a minimum will meet via teleconference at least twice per year and where possible face-to-face such as during the College's Annual Scientific Meeting.
Quorum	Three Executive members and seven members
Election of Office Bearers	<p>The Chairperson is to be elected by the SIG membership for a two year period, renewable for a further two year term.</p> <p>Members of the Executive may be elected for a three year term and can be re-elected.</p> <p>When required, elections are to be held during the SIG's face-to-face meeting. A member who is not a candidate for election must be appointed as scrutineer in advance to oversee the process.</p> <p>Members (that are candidates for re-election) may nominate themselves for positions on the Executive and/or Chairperson in writing to the appointed scrutineer prior to the meeting. All members in attendance will have the opportunity to vote, by completing a voting form.</p> <p>The chairperson and other executive members do not need to be in attendance during the election of the chairperson or other executive members as long as the nominee has consented to his/her nomination prior to the election. All members in attendance will have the opportunity to vote, by completing a voting form on the day.</p> <p>Should SIG members not be in a position to attend the face-to-face meeting, a voting form can be sent to the College office in Sydney which will be collated and sent to the scrutineer. Details regarding where to send the form to are at the bottom of the form.</p>

	<p>If a SIG would rather retain the process of voting by a show of hands of those present at the meeting, this should be applied consistently and reflected in the terms of reference. This would need to be agreed and documented at a prior meeting with SIG members notified of the process when the call for nominations go out.</p> <p>An elected term commences on 1 January the following year.</p> <p>For the purpose of election of office bearers only, the SIG can be provided with secretariat and administrative support by the College head office in Sydney upon request.</p>
Committee Responsibilities	<ul style="list-style-type: none"> • Providing advice to FCR Council and other committees and groups regarding SIG's area of expertise. • Provide assistance to the College's ASM Management Committee e.g. assist in identifying key speakers and developing sessions in relation to the SIG's area of interest. • Provide professional input into issues on request by the College office or FCR council.
Responsibilities of committee members	<p>Conflict of Interest Any recognised, perceived or potential conflict of interest is to be declared and recorded in the minutes and reports of the SIG as per the RANZCR Conflict of Interest Policy.</p> <p>Disputes Disputes which cannot be satisfactorily resolved within the SIG will be referred to the Dean of the FCR Council and/or the President and CEO.</p> <p>Meeting attendance All committee members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting.</p> <p>Confidentiality Special Interest Group members must keep matters relevant to individual members or specific cases of patient care confidential. SIG members are required to maintain confidentiality on matters of importance to RANZCR, and on matters that can affect the interests of the SIG, RANZCR and the specialty of clinical radiology.</p> <p>Code of Ethics SIG members must comply with the College's Code of Ethics.</p> <p>Public Activity/External Representation SIGs are not authorised to make public statements on behalf of the College or Faculty of Clinical Radiology.</p> <p>External representatives of the College must be approved in line with the College's Delegations Manual. All official liaisons and reporting external bodies must be done through the College or Faculty of Clinical Radiology as appropriate.</p> <p>Conduct Committee members of Special Interest Groups are required to:</p> <ol style="list-style-type: none"> 1. Attend SIG meetings and actively participate in discussions at these meetings. 2. Read agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of RANZCR and the SIG 4. Keep abreast of key issues, including bi-national and international developments that may impact on the work and areas of responsibility of the SIG. 5. Dedicate time outside of SIG meetings to undertake activities on behalf of the SIG, such as drafting of documents, research, provision of advice and other as required. 6. Assist in the development of relationships with College partners and stakeholders.