

**THE ROYAL AUSTRALIAN AND NEW ZEALAND
COLLEGE OF RADIOLOGISTS
SPECIAL INTEREST GROUPS FOR CLINICAL RADIOLOGY**



The Royal Australian
and New Zealand
College of Radiologists*

MINIMUM OPERATION AND TERMS OF REFERENCE

Name	<i>Obstetrics and Gynaecology Special Interest Group [OGSIG]</i>		
Type	Standing Committee <input type="checkbox"/>	Working Group <input type="checkbox"/>	
	Advisory Committee <input type="checkbox"/>	Special Interest Group <input checked="" type="checkbox"/>	
	Reference Group or Panel <input type="checkbox"/>		
Date	26 June 2019		
Review/ cessation date	Review <input type="checkbox"/> Date: Three years from ratification.	Cessation <input type="checkbox"/> Date: N/A	
Definition of SIG	A Special Interest Group (SIG) is a group of members who share an interest in advancing a specific area of knowledge, learning or clinical expertise. The aim of a SIG is primarily to provide a network to further this interest by providing a platform for members to communicate, meet and/or organise conferences. SIGs have no power or delegated authority for decision-making and they receive no secretariat support from the College.		
Objectives	<p>The OGSIG objectives are:</p> <ul style="list-style-type: none"> • Establish a network of members interested in Obstetrics and Gynaecology imaging, including ultrasound and MRI and provide ongoing support and expansion of this network. • Organise annual scientific meeting and other educational opportunities as appropriate. • Provide input to the college in ongoing development of Obstetrics and Gynaecology component of the trainee curriculum. • Promote best safe practices and guide high quality reporting in obstetrics and gynaecology imaging in Australia and New Zealand. • Liaise with the Faculty of Clinical Radiology and other RANZCR committees. • Collaborate with local and international organisations which share common ideas and objectives, such as ISUOG and ASUM. 		

<p>Scope</p>	<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 type="checkbox"/> Exceptions NONE <input checked="" type="checkbox"/></p> <p>3. Approval of work that would significantly expand /alter objectives -or scope of the committee/group Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No</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"/></p>
	<p>Exceptions NONE</p> <ul style="list-style-type: none"> Establishment of sub-committees or working groups Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> External representation of the College (media, forums, other) must be specifically delegated by the President Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Reporting arrangements</p>	<ul style="list-style-type: none"> Provide written reports on the deliberations and activities of the SIG on an annual basis prior to the last FCR Council meeting of each year. Provide updates on activities of the SIG to the College membership through the College newsletter (at least once per year), the website (through own page).
<p>Liaison and links</p>	<p>RANZCR Special Interest Groups report annually to and are accountable to the FCR Council.</p>
<p>Membership and Executive</p>	<p>Membership of the SIG is open to College members who share the aims of the SIG. A minimum of 30 members is required to form a SIG.</p> <p>An Executive of the SIG will be formed including the following elected office bearers:</p> <ul style="list-style-type: none"> At least three but no more than five Executive Members (which includes a Chairperson/Convenor) Chairperson/Convenor also be elected who automatically becomes an Executive Member (see below) <p>Please note that Executive Members must be members of the College. Notification of changes to Executive Membership should be sent to the College as soon as practicable after the changes take place.</p>
<p>Terms of membership</p>	<p>All College members are able to join Special Interest Groups.</p>
<p>Meetings</p>	<p>The Executive group should at a minimum meet via teleconference twice per year including wherever possible face-to-face such as during the College's Annual Scientific Meeting.</p>
<p>Quorum</p>	<p>Three Executive members and seven members.</p>

<i>Election of Office Bearers</i>	<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>
<i>Committee Responsibilities</i>	<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 respect of issues on request by the College office.

<p>Responsibilities of committee members</p>	<p>Conflict of Interest</p> <p>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</p> <p>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</p> <p>All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting.</p> <p>Confidentiality</p> <p>Special Interest Group members must keep matters relevant to individual Fellows 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</p> <p>The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. Please take the time to familiarise yourself with the document to ensure that you understand the Code's principles, abide by them and apply them to the conduct, activity and decision-making of the committee.</p> <p>To download the RANZCR Code of Ethics please click here.</p> <p>Public Activity/External Representation</p> <p>SIGs are not authorised to 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</p> <p>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.
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