

**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>Australian and New Zealand Society for Paediatric Radiology (ANZSPR)</i>	
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"/> <input type="checkbox"/>
Date	The Special Interest Group (SIG) must establish Operation and Terms of Reference within twelve months of formation and submit to the Faculty of Clinical Radiology (FCR) Council for endorsement and review on a bi-annual basis (two yearly). Any subsequent changes to Operation and Terms of Reference need to be approved by the FCR Council. Endorsed by The Faculty of Clinical Radiology on 23 June 2017.	
Review/cessation date	Review <input checked="" type="checkbox"/> Date: Three years from ratification. 23 June 2020.	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	The ANZSPR's objectives are to : <ul style="list-style-type: none"> • Establish a network of members interested in particular area of clinical interest (e.g. an organ system or other area of medicine) modality treatment or other particular aspect of clinical radiology e.g. paediatric imaging • Provide ongoing support and expansion of the pre-existing network of interested paediatric imagers • Organise annual scientific meeting and other education opportunities as appropriate • Provide input to the college in ongoing development of paediatric component of the trainee curriculum. • Promote paediatric radiology 	
Scope	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. <ol style="list-style-type: none"> 1. Approval of expenditure Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> exceptions: NONE 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. 2. Approval of additional projects yes <input type="checkbox"/> no <input checked="" type="checkbox"/> Exceptions NONE 	

	<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 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 yes <input checked="" type="checkbox"/> no <input type="checkbox"/></p>
Reporting arrangements	<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).
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. 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>
Terms of membership	All College members are able to join Special Interest Groups.
Meetings	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.
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>A member who is not a candidate for election must be appointed as scrutineer in advance to oversee the process.</p> <p>The call for nominations will be announced to all members via email communication both 2 months and 4 months prior to the election date. Each candidate must be nominated by 2 ANZSPR members and contain the consent of the person nominated. Self nominations will not be accepted. The nominations process will close one month before the election.</p> <p>The voting process will be entirely electronic through a secure platform which only allows a single vote for each SIG member. Voting will close 1 month prior to the ANZSPR ASM. The results will be checked by the appointed scrutineer.</p> <p>At the end of the election process, the election of the office bearer(s) must be recorded in the minutes of the next meeting (e.g. the AGM) so there is a</p>

	<ol style="list-style-type: none">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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