

# APDR COMMITTEE POLICY

*Approved 4/23/2020*

*Updated 10/2023*

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## TERMS AND MEETING FREQUENCY

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### Committee Chair Terms

Per the APDR Bylaws, Committee chairs are:

- Appointed by the President, and
- Serve a three-year term, renewable once, for a maximum of six years.

The exception is the chair of the Finance Committee who serves a four-year term, renewable once, for a maximum of eight years. Exceptions to term limits may be recommended by the chair and approved by the President.

All chairs are expected to have prior experience of at least one year on that Committee.

### Committee Chair Expectations

Chairs are expected to:

- Initiate meetings with their Committees as required by the work of the Committee
  - Staff assists in arranging the calls; Chair is responsible for hosting call and developing agenda unless otherwise specified.
- Work with Committee to propose relevant programming for Annual Meeting and website content through established mechanisms
- Submit reports to the APDR Board of Directors for the Committee Chairs Calls in
  - Early to mid-November
  - Approximately one month before the AUR Meeting
- Attend Board Meetings as guests in conjunction with AUR and RSNA
- Provide recommendations to the President during the committee appointment cycle

Additional Committee-specific duties of the chairs are noted under specific committees

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## *STANDING COMMITTEES*

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Per the APDR Bylaws, Standing Committees continue from year to year in order to address significant continuing aspects of the activities of the Association. Standing Committees are established, modified or terminated by the Board of Directors. Listed below are the current 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.
- 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.
- 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.
- Meeting Schedule:** Meets in-person at the RSNA and AUR meetings.
- 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 will consist of:
- the Secretary-Treasurer, who shall serve as the committee chair,
  - the Director-at-large,
  - and three additional members appointed by the President.

**Meeting Schedule:** The committee typically meets via conference call once per year to select nominees for the Achievement Award.

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

### Development Committee

**Charge:** The function of this committee is to raise funds for the APDR mission.

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

**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.

**Time Commitment:** As needed.

### 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 will consist of a chairperson and at least three additional members.

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

### 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 at least three additional members. At least one A3CR2 representative should be identified by the A3CR2 Liaison.

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

## Electronic Communications Committee

**Charge:** The Electronic Communications Committee will oversee all aspects of the APDR's electronic resources and will advise on and promote the best use of electronic communications and social media resources in order to connect the APDR members in "a virtual village"

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. An A3CR2 representative should also be appointed.

**Duties of the Chair:** Monthly coordination of website changes via communication with the Board of Directors and staff.

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

## 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.

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

## Finance Committee

**Charge:** The Finance Committee will 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 will 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 Finance Committee will consist of:

- Chair of the Finance Committee (four-year term, renewable once for a total of two terms or eight years)
- Secretary - Treasurer
- Director-at-Large
- and one additional Committee member appointed each year (one non-renewable three-year term)
- Account Executive (ex-officio, non-voting member)

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

**Meeting Schedule:** The committee meets via conference call to review budgets and finance reports.

**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 recipients (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.

**Duties of the Chair:** Prepare a report for the Board of Directors and present the award at the Annual Business meetings.

**Meeting Schedule:** The committee meets via conference call as necessary.

**Time Commitment:** 5-6 hours per year

## Long Range Planning Committee

**Charge:** To maintain the effectiveness of the APDR by looking beyond the 3 year strategic plan in order to identify and anticipate *emerging trends*.

**Composition:** The Long Range Planning Committee will consist of a Chairperson and at least three other members.

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

## Matching Plan Committee

**Charge:** The Matching Plan Committee will track the NRMP and ERAS statistics, analyze data with real-time updates to improve outcomes in the radiology resident match.

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

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

## Membership Committee

**Charge:** The membership committee will encourage and facilitate the recruitment and retention 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 will consist of:

- Chairperson appointed by the President
- the Director-at Large
- and at least three other members appointed by the President.

**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.

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

## Nominating Committee

**Charge:** The Nominating Committee will nominate one candidate for Director-at-Large.

**Composition:** The Nominating Committee will consist of:

- Immediate Past President of the Association who will serve as the Chair
- the President
- the chair of the Small Program/Non-University Committee
- the chair of the Diversity Committee
- one additional member appointed by the President

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

**Meeting Schedule:** The committee typically meets via conference call once per year to select the candidate for Director-at-Large.

**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 Annual Meeting Program.

**Composition:** The Program Committee will consist of the:

- President-elect who will serve as the Chair
- Secretary-Treasurer
- Director-at-Large, and
- at least two additional members appointed by the President.

**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.

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

## Round Tables Committee

**Charge:** To hold multiple round table discussions per year to provide a forum for discussion of new or hot topics in resident education, resident selection and other topics pertinent to running a residency program.

**Composition:** The APDR Round Table Committee will consist of: (1) a chair and (2) at least 3 other members

**Duties of the Chair:** (1) select dates for the round tables, (2) approve topics for the round tables, (3) nominate members of the committee, and (4) oversee each round table

**Time Commitment:** 6-10 hours per year

## 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 will consist of a chair and at least three members appointed by the President.
- Duties of the Chair:** The Chair will serve as Parliamentarian during the annual meeting. The Chair prepares and presents a report for the Board of Directors as needed.
- Meeting Schedule:** The committee meets as needed. Conference calls are scheduled when necessary.
- Time Commitment:** 1-2 hours per year

## 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. At least one A3CR2 representative should be identified by the A3CR2 Liaison.
- Time Commitment:** 3-5 hours per year

## Wellness Committee

- Charge:** The wellness committee will identify wellness resources and make these available to the APDR, promote wellness initiatives for residents and the radiology community, and develop new resources and initiatives through collaborative relationships.
- Composition:** The President will appoint a chairperson and at least three additional members.
- Duties of the Chair:** Prepare reports for the Board of Directors as requested by the President.
- Time Commitment:** 5-10 hours per year