

## **ACR COLLEGE NOMINATING COMMITTEE CANDIDATE QUALIFICATIONS & TIME COMMITMENT**

---

**Please type all information on the candidate information form, which will be used for the Election Manual. It is important to the College that each person elected, selected or appointed to an office be willing and able to devote sufficient time to the requirements of the position. Approximate time commitments necessary to fulfill the duties of each position are as follows:**

### ***President***

This is an elected position. Traditionally the outgoing chair of the Board of Chancellors (BOC) is elected to serve as president the next year. In alternate years, other current and/or past members who have served on the BOC are considered for this position. Normally this person is someone who has completed his/her sixth year on the BOC.

The president will

- be a member on the BOC;
- be a member on the Executive Committee;
- be a member on the Budget & Finance (B&F) Committee;
- act as ex-officio of all commissions and committees (except CNC, CSC and Judiciary Committee);
- deliver the presidential address at ACR Annual Meeting & Chapter Leadership Conference (AMCLC);
- perform other duties as may be prescribed by the BOC or Executive Committee;
- attend 3 BOC meetings a year – Spring (5 days), Fall (6 days), Winter Retreat (3 days);
- participate on conference calls (approximately 6 per year);
- attend chapter meetings (approximately 6 per year);
- make society visits (approximately 4 per year); and
- attend other meetings (approximately 4 per year).

### ***Vice-President***

This is an elected position. Traditionally a member rotating off the BOC after serving 5-6 years is recommended for this position.

The vice-president will

- be a member on the BOC;
- be a member on the Executive Committee;
- be a member ex-officio of all commissions and committees (except CNC, CSC and Judiciary Committee);
- perform such duties as may be prescribed from time to time by the BOC, Executive Committee or president;
- attend 3 BOC meetings a year – Spring (5 days), Fall (6 days), Winter Retreat (3 days);
- as liaison to the Canadian Association of Radiologists may attend up to 5 additional in-person meetings;\*
- participate on conference calls (approximately 6 per year); and
- attend chapter meetings (approximately 4 per year).

*\*subject to change*

## **ACR COLLEGE NOMINATING COMMITTEE CANDIDATE QUALIFICATIONS & TIME COMMITMENT**

---

- In the absence of the president or in the event of the president's inability or refusal to act, the vice-president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all of the restrictions of the president.

### ***Board Positions***

The BOC shall employ its powers for the diligent promotion of the purposes of the ACR and shall have authority and jurisdiction to conduct its business and affairs in accordance with applicable laws, its articles of incorporation and the bylaws. According to the ACR Bylaws, the Board shall consist of a number of chancellors, not to exceed 33 voting members.

Contested elections for positions on the BOC are not mandatory. However, if there are more than one nominee for an elected position, and if that elected position would fill a vacant specialty or operational commission, then the College Nominating Committee (CNC) will designate specific candidates for that particular specialty or operational commission. A number of chancellors, not to exceed 15, are elected by the Council for a three-year renewable term. Up to nine members are appointed by the BOC and serve a one-year renewable term for a total of six years. Four societies (ARRS, ARS, ASTRO, and RSNA) are invited to have representation on the BOC. Each society may be asked to submit the names of 3 members (who must be members of the ACR), which are presented to the CNC who, after consultation with the chair of the BOC, selects one individual from each organization to serve on the Board for one three-year renewable term.

### ***BOC members***

- must be practicing radiologists or radiological physicists who have been actively involved in the College and have leadership qualities beneficial in addressing the issues brought to the Board;
- accept the duty of attending all sessions of the ACR Annual Meeting and Chapter Leadership Conference and its reference committees;
- are responsible for implementing programs and activities, which accomplish policy goals, support activities of the College and have the authority to act on behalf of the College in a broad range of activities;
- carry out Council policy and goals;
- guide the finances of the College;
- develop, review and approve annual reports covering the activities of the year from commissions, committees and task forces;
- serve on commissions/committees and/or task forces as determined;
- meet 3 times a year –Spring (5 days), Fall (6 days), Winter (3 days);
- participate on conference calls. (approximately 2 a year);
- visit chapters. (approximately 3 per year); and
- attend commission & committee meetings and participate in their conference calls; (average of 6 hours per week not including meetings or conference calls).

### ***Councilors & Alternate Councilors***

#### **Councilors**

- attend and participate actively in meetings of their local radiological organization and of the College;

## **ACR COLLEGE NOMINATING COMMITTEE CANDIDATE QUALIFICATIONS & TIME COMMITMENT**

---

- familiarize themselves with activities and problems at the local and national level;
- act as liaison between their local radiological organization and the College and interpret each to the other, contributing to both groups' ideas, guidance and advice; and
- stimulate preparation of resolutions of their local radiological organization for presentation to the Council.

### **Alternate Councilors**

- aid councilors in performance of their duties;
- accompany councilors to meetings of their local radiological organization and of the ACR; and
- act for the councilor in the councilor's absence or in the event of the councilor's inability to act.

### **Council Speaker**

To be eligible to serve as a council speaker, the candidates must have served a minimum of two (2) years on the present or on a former Council Steering Committee (CSC) prior to election. The speaker is elected at the annual meeting for a single two-year term. This position is not open for April 2014.

### **The speaker**

- serves as presiding officer at all Council meetings;
- arranges any supplemental programs that may be held in connection with the meetings of the Council;
- gives general supervision to the conduct of the affairs of the Council;
- performs other duties as may be assigned by the Council;
- votes only in the instance of a tie;
- is a voting member of executive committee, BOC, & B&F;
- serves as chair of the CNC to elect a chair/co-chair;
- assigns reports to reference committees;
- appoints councilors to the Credentials Committee;
- appoints tellers to tabulate election results;
- appoints other committees as deemed necessary for the proper functioning of the Council;
- acts as ex-officio member of all such committees;
- appoints councilors-at-large;
- attends 5 meetings a year – Spring\* (5 days; to include attendance at the annual meeting through Tuesday evening), Summer (3 days), Fall (6 days), RSNA (5 days), Winter (3 days);
- attend an orientation in Reston, VA during June of the year elected
- participates on conference calls (approximately 12 per year);
- makes chapter visits (approximately 3 per year);
- serves as liaison on a commission and/or committee; and
- conducts practice guidelines and technical standards reviews.  
(average of 4 hours per week not including meetings or conference calls)

\*AMCLC 2014, April 26-30, ACR 2015, May 16-21

### **Council Vice-Speaker**

To be eligible to serve as a council vice-speaker, the candidates must have served a minimum of two (2) years on the present or on a former CSC prior to election. The vice-speaker is elected at the annual meeting for a single two-year term. This position is not open for April 2014.

## **ACR COLLEGE NOMINATING COMMITTEE CANDIDATE QUALIFICATIONS & TIME COMMITMENT**

---

### The vice-speaker

- presides in speaker's absence or at the discretion of the speaker;
- reviews the Digest of Council Actions;
- reviews Sunset Policies;
- is a voting member of executive committee, BOC & B&F;
- attends 5 meetings a year – Spring\* (5 days; to include attendance at the annual meeting through Tuesday evening), Summer (3 days), Fall Retreat (6 days), RSNA (1 day), Winter (3 days);
- attend an orientation in Reston, VA during June of the year elected
- participates on conference calls (approximately 12 per year);
- makes chapter visits (approximately 3 per year);
- serves as commission and/or committee liaison; and
- conducts practice guidelines and technical standards reviews.

(average of 4 hours per week not including meetings or conference calls)

\*AMCLC 2014, April 26-30, ACR 2015, May 16-21

### ***Council Steering Committee***

The CSC consists of the speaker, vice-speaker and at least 15 but no more than 20 additional members of the Council. Eight members, who must have at least one year remaining as a councilor for the term for which they are nominated, are to be elected by the Council. At each annual meeting four members are to be elected from the candidates. Elected members of the CSC shall be eligible for re-nomination and re-election for a second 2-year term if they qualify. Councilors with only one year remaining as a councilor who win re-election can serve their final year as a councilor-at-large. The other members are appointed by the speaker and approved by the Council. Geographic distribution should be considered when recommending candidates/nominations. Nominees for election to the CSC should have attended at least one previous ACR annual meeting as a councilor, alternate councilor or chapter officer.

### The CSC members

- must be a councilor for the term nominated (for election in April 2014 they must be a councilor until May 2016);
- represent the Council between Council meetings;
- have primary responsibility for planning and evaluating the AMCLC;
- provide Council liaison with the BOC, chapters (make chapter visits-approximately 3 per year) and radiological organizations;
- serve as liaisons to ACR commissions and/or committees;
- are assigned to reference committees;
- are assigned as liaison to each regional or specialty caucus;
- should take an active role in debate of resolutions during reference committee sessions;
- meet at convenient time and site before each scheduled meeting of the Council in order to conduct business that may come before it;
- attend 4 meetings a year –Spring\* (5 days; to include attendance at the annual meeting Friday evening through Tuesday evening), Summer (3 days), Fall Retreat (6 days), RSNA (1 day), and a winter meeting (3 days);
- attend an orientation in Reston, VA
- participate on conference calls (approximately 6 per year);
- participate in Capitol Hill visits;
- are asked to participate in RADPAC; and

*Candidates for April 2014*

*Revised 081613*

## **ACR COLLEGE NOMINATING COMMITTEE CANDIDATE QUALIFICATIONS & TIME COMMITMENT**

---

- play a major role in the development and revision of the ACR's Practice Guidelines and Technical Standards. Each guideline or standard that is expected to undergo field review is assigned to one or two CSC members to chair the final phases of the review process. CSC members appoint a review committee which meets by conference call to resolve comments submitted during the field review process. The calls last between 20 minutes and 2 hours during the months of September through January.

\*AMCLC 2014, April 26-30, ACR 2015, May 16-21

### ***College Nominating Committee***

The CNC consists of 9 members (6 elected by the Council, 2 from the BOC, 1 from the CSC), of which each year three are elected by the Council to serve one 2-year term. Members must be a councilor or alternate councilor for the term nominated. A member of the CNC may not be a nominee of the committee.

The CNC members

- meet via conference call to elect a chair/vice-chair for the CNC (meeting is chaired by Council speaker and held within 30 days following the AMCLC);
- meet (usually via conference call) no earlier than one month and no later than five months after elections held at ACR annual meeting;
- send letters to chapter presidents, councilors, alternate councilors, society leaders seeking nominations;
- take an active role in recruiting candidates through letters, phone calls, e-mail, and/or other appropriate means;
- inform members by mail of nominations for the offices of president, vice-president, Council speaker, Council vice-speaker, vacancies on the BOC, candidates for CSC, CNC and Intersociety Private Practice and Members-In-Training representatives;
- propose nominee(s) with suitable qualifications to fill each vacant elected position on the BOC (in consultation with the chair of the BOC);
- select one member of the ACR who is in private practice to attend the Intersociety Summer Conference for one 2-year term;
- select four candidates who are members-in-training to attend the Intersociety Summer Conference;
- the summer following their election - two candidates are elected to serve a one-year term, inform the membership at least 45 days before the AMCLC of its nominations;
- present nominations to the Council at its annual meeting;
- participate on 2-4 conference calls a year to review information on candidates, and attend one meeting and/or conference call to recommend slate (lasts about 1 hour).

### ***Intersociety Private Practice Representative***

The CNC selects one candidate each year to serve a one 2-year term on the Intersociety Committee. The candidate must be a physician who has a private office and/or who practices in a hospital without a radiology residency program.

The private practice representative

- attends the Intersociety Summer Conference; and
- writes a report for the Council.

*Candidates for April 2014  
Revised 081613*

# ACR COLLEGE NOMINATING COMMITTEE

## CANDIDATE QUALIFICATIONS & TIME COMMITMENT

---

### ***Members-In-Training***

The CNC selects four candidates each year of which two are to be elected by the Council to attend the Summer Conference following their election.

The members-in-training

- attend the Intersociety Summer Conference; and
- write a report on the conference for ACR Bulletin and Web Site.