

# Regulations of ESSR Committees & Sub-Committees

## **1.0 Introduction**

1.1: The European Society of Musculoskeletal Radiology (ESSR) is a scientific society with the aim of promoting musculoskeletal radiology by supporting education, training and research as described in article 2 of the society statutes. Committees are created as required within the Society to support and strengthen the work of the Executive Committee (ExCom). Special interest subcommittees have been created to provide support and guidance to the Executive Committee (ExCom) of ESSR in the execution of educational activities. This document outlines the operational policy and regulations of the committees and subcommittees.

## **2.0 Overall Regulation**

2.1: According to article 15 of the statutes of ESSR the subcommittees are working under the auspices of the ExCom. The ExCom will approve all activities of the committees and subcommittees. The regulations of the committees and subcommittees are subject to review by the ExCom.

## **3.0 ESSR Committees**

### **3.1: The current active committees comprise**

- Education
- Research

### **3.2 : Function of the Committees**

The activities of the subcommittees may include:

- To undertake appropriate activities as determined by the ExCom
- To liaise with other committees and sub-committees as necessary
- To provide reports on activities to the ExCom

### **3.3: Committee Membership**

3.3.1: Chairpersons will be appointed by the ExCom for a period of 3 years. Exceptionally they may be re-appointed once as per article 15 of the society statutes

3.3.2: Members of the committees will be appointed by the ExCom or by the chairperson with the approval of the Ex Com.

3.3.3: Members of the committees should represent a diversity of European countries and should be full members of the society.

#### **4.0 ESSR Sub-committees**

##### **4.1: The current active sub-committees comprise**

- Ultrasound
- Sports
- Arthritis
- Tumours
- Osteoporosis & Metabolism
- Paediatrics (will be operational soon)
- US Guided Intervention

##### **4.2 : Function of the Subcommittees**

The activities of the subcommittees may include:

- Contribution to the scientific program of the annual refresher course.
- Provision of educational courses separate from the annual refresher course
- Developing other forms of educational material
- Promotion of research in MSK radiology
- Liaising with other ESSR subcommittees & committees
- Fostering links with non-radiologist specialists with an interest in MSK disease
- Other activities as deemed appropriate by individual subcommittees and with the approval of the ExCom.

##### **4.3: Sub-Committee Chairs**

4.3.1: A chairperson will coordinate the activities of each individual sub-committee.

4.3.2.: The representative has to be approved by the ExCom and synchronous appointments should be avoided in order to provide a balanced representation of all ESSR members.

4.3.3: The term of office will be 3 years commencing at the annual scientific meeting.

4.3.5: The chairperson will organise twice-yearly meetings of the sub-committee, at ECR and at the annual scientific meeting of ESSR. The chairperson will keep a record of the minutes of the meeting and provide reports to the ExCom.

4.3.6: A chairperson may nominate a vice-chair to assist in the activities of the sub-committee.

4.3.7: Application to become a new chairperson will either be by nomination or self-nomination from subcommittee members to the existing chairperson. The existing chairperson should make requests for nominations 1 year before the end of the term of office. In the event of more than one nominee, the existing chairperson will be responsible for organising a ballot of sub-committee members to vote for the election of the new chairperson. This election can be organised electronically together with the ESSR Office and all ESSR members (active members and honorary members) will be invited to vote. The election will take place before the ECR meeting, so that the appointment of the new chair can be approved at the ExCom meeting at ECR. The appointment of the new chairs will be announced at the annual general assembly.

4.3.8: The ExCom must approve any exceptions to these regulations.

#### **4.4: Sub-Committee Membership**

4.4.1: Membership of the sub-committees is open to any full ESSR member. ESSR members are eligible sit on more than one sub-committee concurrently. Any ESSR member wishing to join a sub-committee should contact the chairperson.

4.4.2: Subcommittee members are expected to be active and support the respective SubCom substantially.

4.4.3: The chairperson is responsible for maintaining a record of members' names and contact details together with the Office. This will be made available to the ExCom.

4.4.4: The chairperson will be responsible for notifying members of the time and date of all sub-committee meetings. The chairperson will distribute an agenda at least 2 weeks prior to the meeting, and request any further agenda proposals. The final agenda will be forwarded to all members (to be sent via the ESSR Office) and will be uploaded to the website. The chairperson will also distribute the minutes of each meeting to all members of the sub-committee.