

Regulations of ESSR Committees, Subcommittees and Taskforces

1. Introduction

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. Overall Regulation

According to article 15 of the statutes of ESSR, 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. ESSR Committees

3.1. The current active committees comprise

- Education
- Research
- National Societies

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. In exceptional circumstances, they may be re-appointed once as per article 15 of the society statutes. Chair of the national society committee will be the past president.

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

3.3.3. Members of the committees should represent a diversity of European countries and should be full members of the society. The ExCom guarantees some geographical and gender balance on the composition of the Committees and Subcommittees.

4. ESSR Subcommittees

4.1. The current active subcommittees comprise

- Ultrasound
- Sports
- Arthritis
- Tumors
- Osteoporosis & Metabolism
- Pediatrics
- Interventions

4.2. Function of the Subcommittees

The activities of the subcommittees may include:

- Contribution to the scientific program of the annual Congress
- Provision of educational courses separate from the annual Congress
- Active participation in the ESSR educational platform, creation of educational material and promotion of new educational activities
- Promotion of research in MSK radiology
- Liaising and coordinating with other ESSR subcommittees & committees
- Fostering links with non-radiological MSK societies (e.g. grants to attend non radiological meetings, conjoined sessions with other societies, interchange of speakers ...)
- Other activities as deemed appropriate by individual subcommittees under approval of the ExCom.

Any subcommittee is required to

- take part in the website team (nomination of one member to produce contents for the ESSR website and to send updated material)
- be part of the social media team (nomination of one junior member to be part of the Social Media Group)
- assign grants on occasion of the annual Congress in due time
- provide MCQs for the Diploma (n=6 MCQs in occasion of ECR and n=6 MCQs in occasion of ESSR (twice a year).
- participation in the webinar programme (organize at least one webinar per year).

4.3. Subcommittee Chairs

4.3.1. A chairperson will coordinate the activities of each individual subcommittee.

4.3.2. The chairperson shouldn't be involved in other societal offices and responsibilities during the period of chairmanship. As defined by her/his CV, the chairperson needs to have professional competence and background in the specific field of the subcommittee and has to be approved by the ExCom.

4.3.3. The term of office will be 3 years commencing at the annual Congress.

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4.3.4. The chairperson will organize at least subcommittee meeting twice a year, at the ECR and at the annual ESSR Congress. The chairperson will keep a record of the minutes of the meeting and provide reports to the ExCom.

4.3.5. A chairperson is asked to nominate a vice-chair to assist in the activities of the Subcommittee. It is preferable that the vice-chair comes from another country, always trying to keep a geographical balance in the ESSR officers. The vice-chair nomination must be approved by the ExCom. Vice-chair is not automatically appointed as successor in line of the chair of the subcommittee. Election process for a subcommittee chair is open to all subcommittee members.

4.3.6. 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 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 or at the latest before the ESSR meeting, so that the appointment of the new chair can be approved at the following ExCom meeting (online or onsite). The appointment of the new chairs will be announced at the annual general assembly.

4.3.7. The ExCom must approve any exceptions to these regulations. At the end of the period of chairmanship, a summary of the activity should be sent to the Office and the ExCom, published in the ESSR newsletter and uploaded to the ESSR website.

4.3.8. It is recommended that chairs will not cover other Committees and Subcommittees positions for at least 1 years after the term of their office.

4.4. Sub-Committee Membership

4.4.1. Membership to sub-committees is open to any full ESSR member who can take part in a maximum of two sub-committees at the same time, exceptions to these rules need approval by ExCom. Any ESSR member wishing to join a sub-committee should contact the chairperson. Residents cannot join the subcommittees, but they are encouraged to become active in the young club.

4.4.2. Subcommittee members are expected to be proactive and substantially support the SubCom activities.

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

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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 Subcommittee.

4.5. Subcommittee Courses

Each Sub-committee has the duty to organize at least one course every two years, alone or in conjunction with external societies or other ESSR subcommittees.

4.5.1. Subcommittee courses are organized by the chair and vicechair or by a colleague of the Subcommittee proposed by the chair. Both, programme and meeting set-up need approval by the ExCom. The ExCom and EdCom will double-check whether the programme/speakers can guarantee an outstanding scientific/educational level and the location/theme/attractiveness may reasonably lead to a successful event. If the proposal is considered less than optimal, the ExCom can suggest changes or invite the Subcom to reformulate the programme or join another subcommittee/external society to prepare a conjoint event and reinforce the impact of the initial proposal.

4.5.2. Courses have to respect a standard template (incl. rules, structure, social events, catering, finances, reimbursement, etc..) to harmonize the educational offer among all of them. This template can be requested from the ESSR Office (office@essr.org).

5. Taskforces

5.1. A Taskforce (interest group) can be considered a societal entity without educational objectives but adequate to:

- decide strategic paths/plans to follow;
- manage complex intersocietal relationships;
- set up complex research/surveys/expert consensus papers on a given MSK topic.

5.2. A taskforce does not have the architecture and duties of a permanent subcommittee and is focused on a well-defined scope and objective to reach. Its duration is limited, ending at the completion of the task. It can be prolonged in case of new upcoming tasks.

5.3. The Taskforce team includes a limited number of representative members with steering functions who coordinate with each other in a common effort to reach a specific objective. A chair is nominated. There is no incompatibility for participation related to geographical/gender/coexisting society roles.

5.4. Based on the needs/results/formative activities to accomplish, a Taskforce may evolve into a Subcommittee but a Subcommittee may also evolve into a Taskforce.