

COUNCIL STEERING COMMITTEE (CSC)

RESPONSIBILITIES OF THE CSC

The CSC provides oversight of Council activities. The CSC is both elected and appointed. The CSC is representative of the entire Council according to its diversity, geographic distribution, radiologic subspecialty, gender, and practice patterns. In addition to organizing the Council meeting, the leadership and CSC represent the Council throughout the year, providing communication pathways both to and from the chapters and interacting with the ACR BOC.

ACTIVITIES OF THE CSC

- Provide oversight and facilitation of ACR Council activity.
- Serve on Work Groups and/or other committees as assigned by the Speaker to ensure the ongoing success of Council and CSC activities.
- Represent the Council between Council meetings.
- Provide Council liaison to the BOC.
- Provide Council liaison to the chapters through participation in the ACR's chapter visitation program and other communications as appropriate.
- Serve as ex-officio members of commissions upon appointment by the chairman of the BOC.
- Conduct ongoing progress review on ACR Council resolutions.
- Advise the Council regarding policies to sunset.
- Submit resolutions when necessary to the Council.
- Review and decide on acceptance of late resolutions.
- Provide Council liaison and input into the development of ACR Practice Guidelines and Technical Standards, to include chairing a subcommittee to reconcile the comments submitted during the field review process

COUNCIL STEERING COMMITTEE (CSC) MEMBER JOB DESCRIPTION

This document is intended to expand upon the description of CSC member duties and responsibilities. It may serve as a resource for members considering running for a contested position on the CSC or for newly elected or appointed members of the CSC.

DUTIES

The CSC may act on behalf of the Council between Annual Meeting and Chapter Leadership Conferences (AMCLC), but both the CSC and the BOC prefer to take a planning and strategic role and leave the final policy setting process to the full Council. Thus, it is unlikely that the CSC would make decisions in lieu of the Council except in *extraordinary circumstances*.

The CSC has primary responsibility for planning and evaluating the AMCLC. The CSC works with the ACR's professional meeting planners on long-term and short-term issues. It revises and reviews meeting evaluations to improve the efficiency and quality of the meeting. This is a major topic of CSC meetings and may also be a topic for conference calls between meetings.

The CSC also plays a major role in development and revision of practice guidelines and technical standards. Each guideline or standard that is expected to undergo field review is assigned to one or two members of the CSC to chair the final phases of the review process. In conjunction with ACR staff, the CSC member(s) appoint a review committee which meets by conference call to resolve comments submitted during the field review process. These calls generally occur from September through December. Individual calls usually last between 20 minutes and 2 hours depending on the complexity and controversy of the guideline or standard under consideration. Prior to the call, the CSC chair(s) review the comments, and if the comments are extensive they may choose to prepare a "Conference Call Draft" to incorporate the less controversial comments. After the call, the chair(s) review the "Conference Call Revisions Draft" created by staff and edit it as needed before distribution to the full review committee. They are also the final arbiter for any additional questions raised by committee members after the conference call. Finally, the CSC chair(s) need to be available to discuss the guidelines and standards that they chaired during reference committee testimony at the AMCLC and possibly during reference committee closed session. Depending on the number of guidelines and standards up for review in a given year, each CSC member will generally have responsibility for 1-4 documents. New members generally co-chair their first guideline or standard unless they have significant prior experience with the process. This is a major responsibility of the CSC outside of its meetings and generally will require 4-6 hours of member time per guideline or standard.

The CSC provides liaisons to every chapter of the ACR and to many additional radiological organizations such as the RSNA, ARRS, ASTRO and major subspecialty organizations. There is also a CSC liaison to every ACR Commission. Each member of the CSC generally serves as liaison to 2-4 chapters and 2-4 other groups. The level of activity varies with the organization involved, but the greatest and most important activity is usually with the chapters. CSC liaisons may attend chapter meetings and provide formal presentations on ACR activities. Such

presentations should be planned in advance with the ACR Chapter Services Department. Chapter liaisons should establish excellent ongoing rapport with the leadership of the chapters for which they are responsible, and report back to leadership and staff any issues of significance. Additionally, chapter liaisons should serve as an ongoing point of information in communicating ACR policies, programs and services to the chapters. Finally, chapter liaisons should work with the chapters to assure they are actively engaged in ACR committees of importance (e.g., Managed Care, Carrier Advisory), have established a framework for effective governance at the state or local level, and are working with the state medical societies to promote the profession of radiology. New in 2008, the CSC began calling chapter leaders to promote and facilitate discussions. Staff will assist with coordinating the calls and providing questions to stimulate discussion.

During the AMCLC, at least one CSC member is assigned to each Reference Committee. One or two CSC members are also assigned as liaison to each regional or specialty caucus. The liaisons may meet with the caucus chair prior to the caucus meeting, and they must attend the caucus to facilitate discussion and understanding of resolutions and other major issues that may come before the AMCLC. Since many resolutions are sponsored by the CSC and/or the BOC, CSC members can often provide more insight into the rationale for the resolution than may be apparent from the resolution itself.

As the elected and appointed leaders of the Council, CSC members are expected to take an active role in the debate of resolutions during open reference committee sessions and as needed during the reference committee reports to the Council.

MEETINGS

The CSC officially meets twice during the AMCLC. More recently, the CSC has held a dinner on Friday evening to honor outgoing members. Of the two official meetings, the longer meeting is held at the start of the week (currently on Saturday) for about 4 hours. At this meeting, the CSC reviews resolutions and other issues related to the upcoming meeting and may also address longer term issues. There is a shorter meeting (about 30 minutes) on the final day of the AMCLC at which the CSC primarily finalizes longer term assignments such as internal workgroups, guidelines and standards chairs, and liaisons. The CSC may also briefly review the just completed meeting and any other pressing issues.

During the AMCLC, CSC members participate in Capitol Hill visits to promote the specialty. As leaders in the organization, they are also asked to participate in and contribute to ACRA's political action committee, RADPAC. Other social events, and occasionally events with members of Congress and other dignitaries, make the AMCLC an active 5/6 days of meetings and events.

Please note that with the exception of Councilors-at-Large, CSC members attending the AMCLC should be reimbursed by their chapter.

The second major meeting time is in conjunction with the fall BOC meeting. This meeting is not set in a fixed location (typically held in the U.S.) and generally occurs in September or October.

The CSC meets for about 4 hours on an afternoon. At this meeting, the CSC makes its major decisions regarding future AMCLCs, addresses reports of its workgroups, and discusses other issues of importance to the ACR. The CSC also reviews the Policy Sunset Report that is first prepared by the Vice-Speaker and revises the report for subsequent presentation to the BOC. There are plenty of opportunities available during this week to meet with fellow BOC and CSC members and informally learn more about the ACR and its activities.

The BOC and CSC will also meet during the winter. This meeting provides additional time for planning and meeting.

Other in-person meetings may occur, but conference call meetings are more likely throughout the year. These may or may not also include the BOC and are usually focused on one or two specific issues. Such conference calls usually last about one hour. Most years there are no more than 2-3 such calls.

In addition to these specific CSC meetings, members also attend most meetings of the BOC. During the AMCLC, the CSC attends the start of the BOC meeting on Saturday morning (about 2 hours) and the entire BOC meeting on the final day (usually about 30 minutes). Due to time constraints, the remainder of the BOC meeting on Saturday overlaps with the CSC meeting. CSC members attend the entire fall meeting of the BOC since the specific CSC meeting occurs during a recess in the BOC meeting. The longer winter meeting typically begins with a social function on Sunday evening and ends around noon on Thursday. This meeting provides excellent opportunities to meet informally with fellow leaders in the ACR.

CSC members are expected to actively participate in CSC meetings. Their limited participation is encouraged at BOC meetings, but with over 28 Chancellors and about 21 CSC members, time for discussion is limited.

SUMMARY

CSC responsibilities: CSC members are asked to serve as liaisons between the committee and the various commissions. Each commission should invite its CSC representative to their meetings and give him or her an opportunity to report from the committee. The term is for one year.

CSC membership brings significant responsibilities and carries a significant time commitment, but the work is interesting and rewarding. There are extensive networking and social opportunities with other members of the CSC and the members of the BOC as well as with state chapters and ACR commissions. Many CSC members will also serve on ad hoc Task Forces of the ACR and on ACR commissions and committees. For some, the CSC is an important step on the way to membership on the BOC.

RESPONSIBILITIES OF SPEAKER AND VICE-SPEAKER

In order to organize the annual ACR Council meeting (currently known as the ACR Annual Meeting and Chapter Leadership Conference or AMCLC) and to maintain activities during the year between Council meetings, the Council elects a Speaker and Vice-Speaker who serve for a two-year term.

SPEAKER:

- Serves as an officer of the ACR.
- Serves as presiding officer at all Council meetings.
- Supervises the conduct of the affairs of the Council.
- Appoints a CSC member to be a member of the Nominating Committee and CSC member(s) to serve on the Governance Committee.
- Appoints Tellers and members of the Reference and Credentials Committees.
- Appoints committees as deemed necessary for the proper functioning of the Council.
- Serves as an ex-officio member of all CSC committees.
- Appoints councilors-at-large, including medical physicists and radiation oncologists, sufficient to bring the percent representation into balance.
- Votes only in the case of a tie.
- Serve as member of the Executive Committee of the Board, the BOC, and the Budget and Finance Committee.

VICE-SPEAKER:

- Serves as an officer of the ACR.
- Serve as an ex-officio member of all CSC committees.
- Presides in the speaker's absence or at the discretion of the speaker.
- Serves as a member of the Executive Committee of the Board, the BOC, and the Budget and Finance Committee.
- Serves as reviewer of the Digest of Council Actions.
- Recommends to CSC actions on policies to sunset.
- Selects the Moreton Lecturer for the AMCLC.

REVIEW OF THE DIGEST OF COUNCIL ACTIONS

The Vice-Speaker serves as the reviewer of the Digest of Council Actions. The Digest contains all official actions and policies adopted by the Council for the past ten years. All official actions and policies of the Council are effective for only ten years unless extended for an additional ten-year period by the Council through an affirmative vote of the majority of members present at the AMCLC. Any resolution extending a Council policy for an additional ten-year period can include proposed substantive and editorial modifications to the policy proposed for extension, subject to approval by the Council. Actions and policies not extended by the Council by affirmative majority vote beyond ten years from their adoption are no longer official College policy, but are maintained by the ACR in a historical file.