

**European Society of  
Paediatric Radiology**

# **Internal procedures**

**As of March 2017**



**ESPR**

European Society of  
Paediatric Radiology

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## 1. Membership

### Explanation tables in sections 1.1 and 1.2 below

The ESPR memberships and the accompanying rights and obligations are explained in 1.1 below:

- **Membership** = the name of the membership.
- **Eligibility** = the conditions under which one can become a member of ESPR.
- **Rights** = the benefits that the member receives.
- **Obligations** = the rules that need to be abided to, to be a member in good standing.

The application procedures for ESPR memberships are explained in 1.2 below:

- **Membership** = the name of the membership.
- **Apply to** = the body of ESPR to which the application must be addressed.
- **Application done by** = who is responsible for the application.
- **Application form and accompanying statements** = the necessary forms and statements to apply as ESPR member. These forms and statements are obligatory for ESPR to consider the application.
- **Approval application** = which body of ESPR approves the application.



## 1.1 Membership overview individual members

Membership	Eligibility	Rights	Obligations
<b>Full membership</b>	Individuals who are licensed to practice medicine and whose primary area of practice is paediatric radiology, perinatal diagnostic and interventional radiology or other areas relating to paediatric imaging	<ul style="list-style-type: none"> <li>• Complimentary online access to the journal "Pediatric Radiology"</li> <li>• Reduced rate access to print versions of "Pediatric Radiology"</li> <li>• Reduced registration fees for the ESPR Annual Meeting and Post Graduate Course</li> <li>• Personal ESPR account with access to Member's directory</li> <li>• Access to ESOR fellowship programme</li> <li>• ESPR newsletter</li> <li>• Voting rights and access to the ESPR General Assembly</li> <li>• Links to educational materials and rights to apply for funding</li> </ul>	Pay regular membership fee
<b>Resident member</b>	Radiologists in training with a special interest in paediatric radiology	<ul style="list-style-type: none"> <li>• Complimentary online access to the journal "Pediatric Radiology"</li> <li>• Reduced rate access to print versions of "Pediatric Radiology"</li> <li>• Reduced registration fees for the ESPR Annual Meeting and Post Graduate Course</li> <li>• Personal ESPR account with access to Member's directory</li> <li>• Access to ESOR fellowship programme</li> <li>• ESPR newsletter</li> <li>• Voting rights and access to the ESPR General Assembly</li> <li>• Links to educational materials and rights to apply for funding</li> </ul>	Pay reduced membership fee, have to provide a proof of residency
<b>Honorary member</b>	Those proposed by the ESPR Board and ratified at the Annual General Meeting (AGM)	<ul style="list-style-type: none"> <li>• Reduced rate access to print versions of "Pediatric Radiology"</li> <li>• Reduced registration fees for the ESPR Annual Meeting and Post Graduate Course</li> <li>• Personal ESPR account with access to Member's directory</li> <li>• ESPR newsletter</li> <li>• Voting rights (only paediatric radiologists) at and access to the ESPR General Assembly</li> </ul>	No fee applicable



<b>Retired member</b>	Former full members after complete retirement	<ul style="list-style-type: none"><li>• Complimentary online access to the journal "Pediatric Radiology"</li><li>• Reduced rate access to print versions of "Pediatric Radiology"</li><li>• Reduced registration fees for the ESPR Annual Meeting and Post Graduate Course</li><li>• Personal ESPR account with access to Member's directory</li><li>• ESPR newsletter</li><li>• Voting rights and access to the ESPR General Assembly</li><li>• Links to educational materials</li></ul>	Pay reduced membership fee, have to provide a proof of retirement
<b>Corresponding member</b>	Members from outside ESPR's membership countries however must be SPR/AOSPR/SLARP/ AfSPI members	<ul style="list-style-type: none"><li>• Reduced registration fees for the ESPR Annual Meeting and Post Graduate Course</li><li>• Personal ESPR account with access to Member's directory</li><li>• ESPR newsletter</li><li>• Access to the ESPR General Assembly however no voting rights</li><li>• Links to educational materials</li></ul>	Pay reduced membership fee
<b>Associate members</b>	Members who are not radiologists	<ul style="list-style-type: none"><li>• Reduced registration fees for the ESPR Annual Meeting and Post Graduate Course</li><li>• Personal ESPR account with access to Member's directory</li><li>• ESPR newsletter</li><li>• Access to the ESPR General Assembly however no voting rights</li><li>• Links to educational materials</li></ul>	Pay reduced membership fee

\* Only members in good standing



## 1.2 Application procedure individual membership

Membership	Apply to	Application done by	Application form and accompanying statements	Approval of application
<b>Full membership</b>	Application addressed to ESPR Office via the online membership system	Individual member	<ul style="list-style-type: none"><li>Completed application form</li></ul>	<ul style="list-style-type: none"><li>ESPR Office checks application form</li><li>Approved by ESPR General Assembly</li></ul>
<b>Resident membership</b>	Application addressed to ESPR Office via the online membership system	Individual member	<ul style="list-style-type: none"><li>Completed application form</li><li>Send proof of residency</li></ul>	<ul style="list-style-type: none"><li>ESPR Office checks application form &amp; proof of residency</li><li>Approved by ESPR General Assembly</li></ul>
<b>Honorary member</b>	Not applicable	Proposal by nomination	Not applicable	<ul style="list-style-type: none"><li>Nomination by ESPR Board and presentation to the ESPR General Assembly</li></ul>
<b>Retired membership</b>	Application addressed to ESPR Office via the online membership system	Individual member	<ul style="list-style-type: none"><li>Completed application form</li><li>Send confirmation or affidavit of retirement</li></ul>	<ul style="list-style-type: none"><li>ESPR Office checks application &amp; proof of retirement</li></ul>
<b>Corresponding membership</b>	Application addressed to ESPR Office via the online membership system	Individual member	<ul style="list-style-type: none"><li>Completed application form</li></ul>	<ul style="list-style-type: none"><li>ESPR Office checks application form</li><li>Approved by ESPR General Assembly</li></ul>
<b>Associate membership</b>	Application addressed to ESPR Office via the online membership system	Individual member	<ul style="list-style-type: none"><li>Completed application form</li></ul>	<ul style="list-style-type: none"><li>ESPR Office checks application form</li><li>Approved by ESPR General Assembly</li></ul>



### **1.3 Consideration, approval and refusal of application**

- 1.3.1 Applications for membership are to be sent to the ESPR Office. The ESPR Office checks the application and whether all necessary documents have accompanied the application.
- 1.3.2 The ESPR Office reports to the Treasurer about all applications for membership.
- 1.3.3 The names of new members are announced and approved at the ESPR General Assembly.
- 1.3.4 Membership may be refused by the ESPR Board, without explanation to the applicant.

### **1.4 Honorary Members**

- 1.4.1 A number of honorary members are proposed at each ESPR General Assembly. Their geographic location is not a consideration. Honorary membership is conferred on paediatric radiologists or allied specialities on the basis of their scientific standing, international reputation and/or positions and achievements in their national or international radiological/professional organisations.
- 1.4.2 The honorary members are proposed by the ESPR Board and the ESPR General Assembly ratifies the nominations of honorary members.

### **1.5 Gold Medallists**

- 1.5.1 A maximum of one Gold Medallist should be considered for appointment each year. They should be distinguished European scientists who work in paediatric radiology or related fields and/or are active or have been active in national or international radiological organisations or ventures.
- 1.5.2 The Gold Medallists are proposed by the ESPR Board and ratified at the ESPR General Assembly.



## **1.6 Membership fees**

Membership fees will be set annually by the ESPR Board on the recommendation of the Treasurer and ESPR Office. These fees will be presented for ratification at the ESPR General Assembly for ratification and will be implemented in the upcoming membership period.

## **1.7 Termination of membership**

Article 7 of the ESPR bylaws defines the conditions under which termination may occur:

Membership shall be forfeited in the following cases:

- When a member resigns.
- When a member dies.
- When membership is revoked by the board for serious reasons.
- For failure to pay membership fees.

## **1.8 Reimbursement of membership fees**

No refund of membership fees will be made for any member who resigns during the year. During the time of their membership the member will have access to all benefits of membership until December 31<sup>st</sup> of the calendar year.



## **2. Electronic voting**

### **2.1 Conditions of electronic voting**

- 2.1.1 The ESPR Board in cooperation with the ESPR Office shall provide for the technical requirements for electronic voting.
- 2.1.2 The minimum requirements of the electronic voting system are the proper identification of voters, the anonymity/voting in privacy, the verification by some valid token or other way that each voter can only vote once and the proof of vote. Through such a system it has to be ensured that only an authorised person will be able to vote once.

### **2.2 Time frame of elections**

The time of, and period for elections are to be decided by the ESPR Board. The time of elections shall preferably be within one month prior to the ESPR General Assembly and shall preferably be decided 2 months in advance in order to allow due nomination processes. The time of election shall be notified to the members in due time in advance.

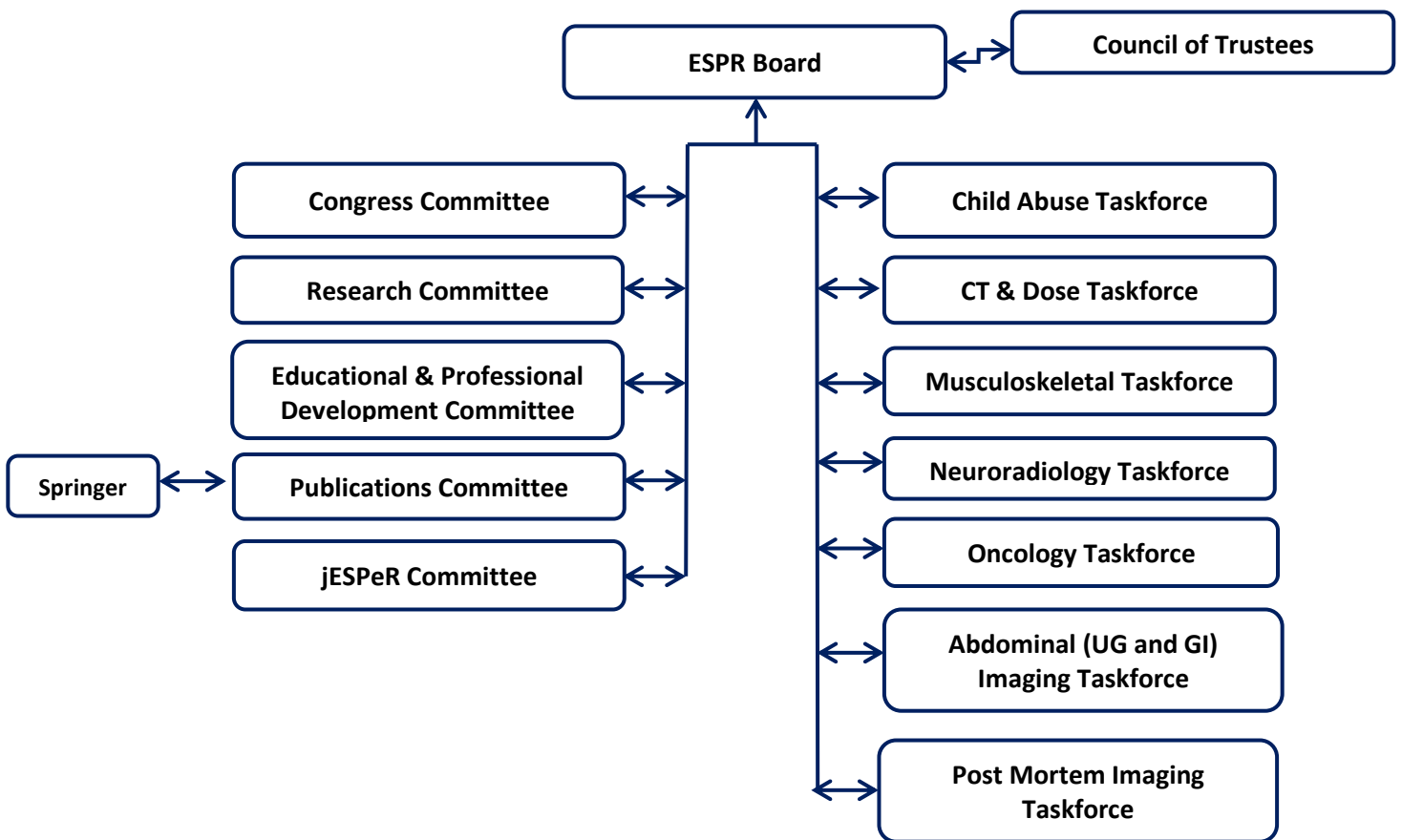
The name of the candidates running for elections shall be notified to the members of ESPR in due time, however, not less than one month prior to the first day of the period for elections. Such notification may be effected by publication on the website of ESPR.

### **2.3 Application of electronic voting**

- 2.3.1 Elections for officers of the Society falling within the competence of the ESPR General Assembly may be effected by way of electronic voting. The application of electronic voting for elections to be held within other bodies of the Society may be regulated in the Internal Regulations.
- 2.3.2 Relief of members of the ESPR Board and liquidation of the Society may not be approved by electronic voting.



### 3. Organisational chart ESPR





## **4. ESPR Board**

### **4.1 Tasks and responsibilities**

4.1.1 General tasks and responsibilities of the ESPR Board are defined in section 12.

4.1.2 Specific tasks and responsibilities of the ESPR Board are:

- To review overall policy.
- To define the direction of the Society.
- To generate policy initiatives.
- To ensure that the Committees function satisfactorily.
- To review and approve policy documents generated by the Committees.
- To generate business plans of the Society.
- To review the budget prepared by the Treasurer.

### **4.2 Composition**

4.2.1 The composition of the ESPR Board is defined in section 12 and 13.

4.2.2 The ESPR Board can invite in other office holders to attend a meeting of the ESPR Board when appropriate (non-voting).

4.2.3 When considering candidates for positions within the ESPR Board it is suggested that the following guidelines are taken into account. The candidates should be or have:

- Professionally active paediatric radiologists who are members in good standing with high professional and academic reputation.
- Proven leadership (and management) experience and skills (previous leadership positions).
- Sufficient knowledge of and experience with ESPR affairs.
- Professional and personal integrity (no conflicts of interest affecting responsibilities in ESPR).
- Good geo-political fit with other ESPR Officers.
- Sufficient knowledge of English to be involved in the discussions prior to and at meetings.

### **4.3 Financial procedures**

The management of the budget for meetings of the ESPR Board is the responsibility of the Treasurer assisted by the ESPR Office. This budget is set as part of the overall management budget of the Society.

#### **4.4 Work procedures**

- 4.4.1 The agenda of ESPR Board meetings is the responsibility of the President and ESPR General Secretary.
- 4.4.2 The ESPR General Secretary will be responsible with the ESPR Office for the preparation of and dissemination of documents for the meetings.
- 4.4.3 The meetings of the ESPR Board will be chaired by the President and in his/her absence by the General Secretary, followed by the Treasurer.
- 4.4.4 Decisions of the ESPR Board requiring a vote will be based on a simple majority of votes. The President of the Society will have the casting vote. A working quorum requires the attendance of 50% of voting members.
- 4.4.5 The administrative office of the ESPR Board is the ESPR Office. The ESPR Executive Director shall be responsible for the management and daily running of the office.



## **5. Committees of the Society**

### **5.1 General rules**

- 5.1.1 The composition of all Committees is defined in section 12 and 13 as are the responsibilities for nominating Chairpersons and other members of the Committees.
- 5.1.2 The proposals for nomination of a Committee Chairperson will be three months prior to the endorsement by the ESPR Board. Up to two candidates may be nominated as Committee Chairperson.
- 5.1.3 As stated in section 12 the normal term of office for a Committee Chairperson is maximum three years.
- 5.1.5 Those holding positions in the Society may be members of other Society Committees only if for the purpose of coordination of the functions of the Society.
- 5.1.6 All main tasks of all Committees must be approved by the ESPR Board.

### **5.2 Funding**

- 5.2.1 All external fundraising will be coordinated by the ESPR Board, and in agreement with the respective Committee Chairperson. All external fundraising and financial initiatives must be formally scrutinised by the Treasurer and approved by the ESPR Board.
- 5.2.2 Any contract with industry must be signed by the President of the ESPR and another member of the ESPR Board following approval of the officers.

### **5.3 Financial procedures**

For all Committees the following procedures apply:

- 5.3.1 The budget of each Committee will be an integral part of the ESPR budget.
- 5.3.2 The Committee Chairperson and the Treasurer discuss the annual budget for the Committee and a proposal for the budget of the Committee should be submitted no later than two months prior to the start of the financial year.
- 5.3.4 When the proposal is accepted by the Treasurer, the ESPR Office prepares a financial overview containing the prospected budgets of each Committee, in preparation of the overall ESPR budget of the following year. The final budget is proposed to and accepted by the ESPR Board.
- 5.3.5 The management of the budget of the Committee is the responsibility of the Committee Chairperson.

## 5.4 Work procedures

For all Committees the following procedures apply:

- 5.4.1. All Committees will meet at least once a year, preferably during the Annual Meeting. Other meetings should preferably be held during general radiological events or take place in the ESPR Office, in order to keep costs under control.

It is expected that much of the work of the Committees will be undertaken by electronic communication.

If more than one meeting is deemed necessary for completing assigned tasks, the budget for such meetings should be submitted to the Treasurer and approved by the ESPR Board.

- 5.4.2 The President of ESPR may attend any Committee Meeting of the Society.
- 5.4.3 The agenda and preparation of documents for Committee Meetings is the responsibility of the Committee Chairperson assisted by the ESPR Office.
- 5.4.4 The Committee will be convened and chaired by the Chairperson. In the absence of the Chairperson a suitable deputy will be nominated by the remainder of the Committee.
- 5.4.5 Decisions of the Committee requiring a vote will be based on a simple majority. The Committee Chairperson will have the casting vote. A working quorum requires the attendance of 50% of invited members.
- 5.4.6 The administrative office of all Committees is the ESPR Office. The Executive Director of the Society shall be responsible for the management and daily business of the office staff.



## **6. Taskforces of the Society**

### **6.1 General rules Taskforces**

- 6.1.1 Taskforces work in interaction with the ESPR Committees.
- 6.1.2 The ESPR Board will take suggestions of members of the Taskforces into consideration. The Chairperson of the Taskforce is elected by the group and endorsed by the ESPR Board.
- 6.1.3 The term of office of the Chairperson of a Taskforce is maximum three years. In justified cases such as lack of suitable successors the term can be prolonged by the ESPR Board for a second period of office.
- 6.1.4 The members of the Taskforce are proposed by the Chairperson and ratified by the ESPR Board. Membership of Taskforces may include persons who are not members of the ESPR, however Taskforce members should preferably be members (in good standing) of the society. The Chairperson may co-opt additional members with specific expertise relevant to the goals of the Taskforce.
- 6.1.5. Taskforces are responsible to the ESPR Board.
- 6.1.6. The number of Taskforce members is not limited.

### **6.2 Financial procedures**

For all Taskforces the following procedures apply:

- 6.2.1 The budget of the Taskforces will be an integral part of the ESPR budget.
- 6.2.2 The Chairperson and the Treasurer discuss the annual budget for the Taskforce.
- 6.2.3 A proposal for the budget of the Taskforce is made to the Treasurer, which should be submitted no later than two months prior to the start of the financial year.
- 6.2.4 When the proposal is accepted by the Treasurer, the ESPR Office prepares a financial overview containing the prospected budgets of each Taskforce, in preparation of the overall ESPR budget of the following year. The final budget is proposed to and accepted by the ESPR Board.
- 6.2.5 The management of the budget of the Taskforce is the responsibility of the respective Chairperson.





### **6.3 Work procedures**

For all Taskforces the following procedures apply:

- 6.3.1 All Taskforces will meet at least once a year, preferably during the ESPR Annual Meeting or during general radiological events or take place in the ESPR Office, in order to keep costs under control.  
It is expected that much of the work of the Taskforces will be undertaken by electronic communication.  
If more than one meeting is deemed necessary for completing assigned tasks, the budget for such meetings should be submitted to the Treasurer and approved by the board.
- 6.3.2 The President of ESPR may attend any Taskforce meeting of the Society.
- 6.3.3 The agenda and preparation of documents for Taskforce meetings is the responsibility of the respective Chairperson.
- 6.3.4 The Taskforce will be convened and chaired by the respective Chairperson. In the absence of the Chairperson, the Chairperson may decide upon a deputy.
- 6.3.5 The administrative office of all Taskforces is the ESPR Office. The Executive Director of the Society shall be responsible for the management and daily business of the office.
- 6.3.6 The Taskforces are not empowered to make recommendations publicly, or to offer advice, except through ESPR and with the approval of the ESPR Board.



## **7. Congress Committee**

### **7.1 Tasks and responsibilities**

- 7.1.1 General tasks and responsibilities of the Congress Committee are defined in sections 12 and 13.
- 7.1.2 Specific tasks and responsibilities of the Congress Committee are:
- To produce a world class educational event annually.
- 7.1.3 The tasks and procedures for the organisation of the congress are the responsibility of the Congress Committee.

## **8. Research Committee**

### **8.1 Tasks and responsibilities**

- 8.1.1 General tasks and responsibilities of the Research Committee are defined in section 12 and 13.
- 8.1.2 Specific tasks and responsibilities of the Research Committee are:
- To monitor the activities of research activity on behalf of the Society.
  - To develop research policies on new imaging methods.
  - To produce strategies for current and future developments.



## **9. Education and Professional Development Committee**

### **9.1 Tasks and responsibilities**

9.1.1 General tasks and responsibilities of the Education and Professional Development Committee are defined in section 12 and 13.

9.1.2 Specific tasks and responsibilities of the Education and Professional Development Committee are:

- To coordinate and update training curricula.
- To provide a communication channel between national, international and subspecialty societies and the ESPR on matters relevant to education.
- To advise on and agree upon the Society's policy on continuing professional education (CME, CPD) and to liaise with (inter)national authorities and EACCME.

## **10. jESPeR Committee**

### **10.1. Tasks and responsibilities**

10.1.1 General tasks and responsibilities of the jESPeR Committee are defined in section 12 and 13.

10.1.2 Specific tasks and responsibilities of the jESPeR Committee are:

- The jESPeR (Junior ESPR) is on the ESPR Board to represent the views of and look after the interests of junior (less than five years of experience in paediatric radiology) paediatric radiologists.

## **11. Publications Committee**

### **11.1 Tasks and responsibilities**

11.1.1 General tasks and responsibilities of the Publications Committee are defined in section 12 and 13.

11.1.2 Specific tasks and responsibilities of the Publications Committee are:

- To represent the ESPR for all relevant interactions with the publisher/s.
- To undertake a membership survey in relation to the journal and other publications every 4-5 years.



## 12. ESPR Role Profiles

### 12.1 Role Profile ESPR President

**Aim:**

To lead the ESPR, developing the vision and strategy of the Society to ensure that it meets the organisation's objectives as defined in its bylaws and strategic plan. In addition to act as the public figurehead of the Society, legally representing the Society on an international stage, to and ensure that the Society functions at the best possible level.

**Objectives:**

1. To ensure that the affairs of the Society are managed in accordance with the requirements of the legislation under which the Society operates, including meeting the terms and conditions defined in the Society's bylaws.
2. To further the aims and objectives of the Society by whatever means are appropriate including defining the Society's policies with respect to other health professions (physicians, physicists, other radiologists, scientific researchers, etc.); Government agencies or related bodies.
3. To actively promote the professional standing of the Society and support the interests of members.
4. To represent the Society at external meetings, symposia and conferences when invited to do so, or to nominate a representative, as agreed by the ESPR Board. To lead and coordinate an annual review of the strategic plan and to ensure that annual business plans are prepared by each of the Committees, Treasurer and with assistance of the professional organisational committee.
5. To co-prepare and co-deliver a report at the ESPR General Assembly along with the General Secretary and Treasurer.
6. To chair the ESPR General Assembly, and the ESPR Board Meetings.
7. To act in a mutually supportive role to other officers, directors/trustees and members.
8. To work with and inform the Council of Trustees of the Society to ensure they are aware of the activities and any potential problems within the society.
9. To take an active role in the mentoring of directors and to facilitate succession planning to encourage others to take over the directors' roles.
10. To represent the Society in court and in all civil matters (such as the signing of any copyright or other agreements). To co-sign important legal documents together with the General Secretary and Treasurer where necessary.
11. In addition to the above statutory duties, every ESPR Board Member shall use any specific skills, knowledge, or experience they have to help the board reach sound decisions. These may involve:
  - Scrutinising board papers.
  - Leading discussions.
  - Focusing on key issues with a clear strategic plan.
  - Providing leadership and guidance on new initiatives.
  - Other issues in which the individual has special expertise.

**Role criteria:****The President must:**

- be a full member of the Society in good standing.
- be fully conversant with the workings of the Society.
- be familiar with the past history, current philosophies and strategic direction of the Society
- have proven leadership skills.
- have project management skills.
- have high level written English and spoken English skills.
- have advanced knowledge of the principles and practice of paediatric radiology.
- have the ability to inspire confidence.
- be able to commit sufficient time to fulfil the role effectively.

**Appointment:**

The President will be appointed by nomination of 3 members in good standing and thence approval of the ESPR Board. This will then be presented to the members at the ESPR General Assembly for approval. In the event of 2 candidates meeting all criteria the Council of Trustees will make the final recommendation.

**Meetings:**

The President will chair a minimum of two ESPR Board Meetings and one ESPR General Assembly per year, plus two 'virtual' Board meetings. In addition he or she will attend the relevant international meetings to represent the official society, deliver lectures etc.

**Duration of office:**

3 years and re-elected once

It is the responsibility of the remainder of the ESPR Board to consult with the Council of Trustees if the performance of the President gives significant cause for concern.

After duration of office, the past president should be invited to become member of the Council of Trustees.

**Reports to:**

ESPR Board and Council of Trustees

**Accountable to:**

ESPR Board



## 12.2 Role Profile ESPR General Secretary

### **Aim:**

To support the operational function and daily business of the Society in order to conform with the bylaws, and in doing so to ensure the continued and efficient running of its administrative activities.

### **Objectives:**

1. To assist the President in ensuring the affairs of the Society are managed in accordance with the requirements of the any relevant legislation.
2. To further the aims and objectives of the Society by overseeing operational management of day-to-day issues with the Association Management Company charged with administration of the Society. To be actively involved in e-mail discussions and provide timely responses to active issues on line.  
To represent the Society at external meetings, symposia and conferences when invited to do so by the President.
3. To actively promote the professional standing of the Society and support the interests of members.
4. To liaise with the ESPR Office to ensure the smooth and continued administration of the Society's functions.
5. To receive requests for new membership, endorse them at the ESPR General Assembly and oversee the directory of active members, in coordination with the ESPR Office.
6. To liaise and communicate with members, so that communication between the President, the Council of Trustees, the ESPR Board and all members can be well established.
7. To organise, attend and prepare the agenda for the ESPR General Assembly.
8. To oversee the production of meeting minutes by the nominated secretariat.
9. To review the internal rules of the society annually to ensure they are fit for purpose.
10. To mentor the General Secretary elect in preparation for his/her progression to General Secretary.
11. To oversee the election process for elected officers.
12. To produce a report, using the standard template, detailing activities undertaken on behalf of the Society for inclusion in the Society's annual report.
13. In addition to the above statutory duties, every ESPR Board Member should use any specific skills, knowledge, or experience they have to help the board of trustees reach sound decisions. These may involve:
  - Scrutinising board papers.
  - Leading discussions and assisting the President and Treasurer.
  - Focusing on key issues with the help of the PCO.
  - Providing guidance on new initiatives.
  - Other issues in which the individual has special expertise.

### **Role criteria:**

#### **The General Secretary must:**

- be a full member of the Society in good standing.
- be fully conversant with the workings of the Society.
- be familiar with the past history, current philosophies and strategic direction of the Society.



- have proven administrative skills.
- have project management skills.
- have high level of written English and spoken English skills.
- have advanced knowledge of the principles and practice of paediatric radiology.
- be able to commit sufficient time to fulfil the role effectively with the support of the other officers.

**Appointment:**

The General Secretary will be appointed via nomination by 3 members in good standing and thence approval of the ESPR Board. This will then be presented to the members at the ESPR General Assembly for approval. In the event of 2 candidates meeting all criteria the Council of Trustees will make the final recommendation to the ESPR General Assembly.

**Meetings:**

2 face to face meetings per year (one being at the Annual Meeting) and two 'virtual' meetings per year

**Duration of office:**

3 years and re-elected once

If the General Secretary attendance of ESPR Board meetings falls below 50% or role objectives are not being met, the ability of the post holder to meet the requirements of the role will be reviewed by the President or the Council of Trustees in collaboration with other ESPR Board Members.

**Reports to:**

ESPR Board

**Accountable to:**

ESPR Board



### 12.3 Role Profile ESPR Treasurer

**Aim:**

To support the function and business of the Society and to ensure that it meets its financial obligations both to members and the relevant financial and regulatory authorities.

**Objectives:**

1. Ensure that the Society complies with its governing document, the bylaws and meets any relevant financial legislation, company laws, and any other relevant regulation.
2. Ensure that the Society applies its resources exclusively in pursuance of its objectives.
3. Contribute actively to the ESPR Board's role in giving firm strategic direction to the Society, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
4. Ensure the effective and efficient financial administration of the Society and report regularly to the ESPR Board and to members at the ESPR General Assembly on the finances as required.
5. Protect and manage the assets of the society and ensure the proper investment of the society's funds.
6. Assist and support the ESPR President, General Secretary and Congress Chair in monitoring the financial performance of the Society through an agreed process.
7. To produce reports detailing the financial activities undertaken on behalf of the Society for inclusion in the Society's annual report and presenting at the Annual Member's meeting.
8. The Treasurer shall have a right to veto any financial action contemplated by the ESPR Board. In the event of a major disagreement between the treasurer and the other officers, the dispute will be brought before the Council of Trustees, which will arbitrate alone in the last resort.
9. To appoint a professional and suitably qualified accounting company to provide sound financial advice including tax and other statutory functions. In addition this company should be responsible for providing a year-end audit of the financial situation with the society and submit the final accounts with the relevant authorities.
10. To liaise with the ESPR Office responsible for maintaining the membership database to ensure the relevant financial processes are in place to allow accurate records of membership payment and to allow timely transfer of funds to the main ESPR account.
11. To be part of the conference organising committee and to assist with any financial decisions relating to the event.
12. In addition to the above statutory duties, every ESPR Board Member should use any specific skills, knowledge, or experience they have to help the officers of the board to reach sound decisions. These may involve:
  - Scrutinising board papers.
  - Leading discussions.
  - Focusing on key issues.
  - Providing guidance on new initiatives.
  - Other issues in which the individual has special expertise.



**Role criteria:****The Treasurer must:**

- be a full member of the Society in good standing.
- be fully conversant with the workings of the Society.
- be familiar with the past history, current philosophies and strategic direction of the Society.
- be capable of developing a sound knowledge of financial administration.
- have a good level of written and spoken English skills, and – whilst the society statutes and bank are based in France - have a good command of the French language.
- have advanced knowledge of the principles and practice of paediatric radiology.
- have the ability to inspire confidence and trust.
- be able to commit enough time to fulfil the role effectively.
- willingness to be available to Society members for support.

**Appointment:**

The Treasurer will be appointed by means of a vote of the entire membership of the Society as determined in the relevant standard voting procedure for all three officers.

**Meetings:**

The Treasurer will attend a minimum of two ESPR Board Meetings and one ESPR General Assembly per year.

**Duration of office:**

3 years and re-elected once

If the Treasurer's attendance of ESPR Board Meetings falls below 50% or role objectives are not being met, the ability of the post holder to meet the requirements of the role will be reviewed by the President or the Council of Trustees in collaboration with other ESPR Board Members.

**Reports to:**

ESPR Board

**Accountable to:**

ESPR Board



## 12.4 Role Profile Member of the Council of Trustees

**Aim:**

With the other members of the Council of Trustees to work in the best interest of the Society to provide wise counsel to the ESPR President and other ESPR Board Members, in extremis take over responsibility of the ESPR Board and generally support and promote the organisation.

**Objectives:****Each member of council should:**

1. Work with the other two trustees to manage any disputes or respond to requests for intervention from other ESPR Board Members.
2. Take on specific projects if appropriate as recommended by the ESPR Board.
3. Working with the ESPR Board aim to strengthen ESPR as an organisation, helping to progress the strategic aims.
4. Act collectively as advisors/mentors for ESPR Board Members.
5. Take decisions when asked to do so which are in the best long-term interests of the society and its members.
6. Consult with members (as required) in order to effectively carrying out the duties of the Council.

**Role criteria:****Each members of the Council of Trustees must:**

- be a member of the Society in good standing.
- be fully conversant with the workings of the Society.
- be familiar with the past history, current philosophies and strategic direction of the Society.
- be a team leader.
- possess excellent communication skills.

**Appointment:**

The 3 trustees are elected by the ESPR membership.

**Meetings:**

One face-to-face meeting per year (preferably the Winter Board Meeting) will be sufficient unless an untoward event occurs which requires the intervention of the Council of Trustees.

**Duration of office:**

3 years and re-elected once.

It is important to ensure that their dates of appointment overlap to avoid the possibility of them all demitting office at the same or roughly the same time. This may mean extending or reducing the length of office by a year for any individual with their agreement.

**Accountable to:**

Membership



## 12.5 Role Profile ESPR Congress Chair

### **Aim:**

To provide, in partnership with others, a successful Annual Meeting on behalf of the Society which is in line with the Society's overall strategy.

The position of Congress Chair is a rolling appointment, which passes on each year to the person holding the following congress. The person is appointed 2 years prior to taking over the position of chair. For this reason the future Congress Chair may be undertaking chair responsibilities for their own event prior to them taking over full responsibility for running the Committee.

### **Objectives:**

1. To lead the Congress Committee and be a member of the ESPR Board in the penultimate year in office.
2. To provide reports as per the agreed format, reporting on Committee activities and any issues that arise and need support or additional decision making.
3. To provide an annual business plan to the ESPR Board, to be delivered in line with the Society's overall strategy, for submission to the ESPR Board meeting 24 and 12 months in advance of the meeting. Additional reports can be requested by the ESPR Board.
4. To provide leadership and coordination in the conception, planning, delivery and evaluation of a high quality Annual Meeting, including chairing of Congress Committee activities in this regard.
5. To appoint a PCO after a competitive tender which will be selected on review of the submitted tenders by the Board, and then ratified at the ESPR General Assembly by the membership This should occur once approval has been given for the Congress Chair at the ESPR General Assembly. (see Congress Procurement Document)
6. To make a contribution to and approve congress planning devised by the PCO.
7. To monitor the planning and delivery of the Scientific Programme to agreed project milestones and take appropriate action to resolve issues that arise.
8. To support the organisation of the congress exhibition (this includes considering the Society's exhibition regulations), as lead by the PCO.
9. To mentor the next Congress Chair as well as ECPR organiser whilst in post and in the final year when being involved in the final year on the committee.
10. To present a report to the ESPR within 6 months of the conclusion of the event demonstrating:
  - Levels of delegate satisfaction.
  - Sponsorship/exhibition participation with details of income raised.
  - Costs of the event showing PCO, venue, registration and other costs as per the agreed template.
  - Details of delegate income.

### **Role criteria:**

#### **The Congress Chair must:**

- be a full member of the Society in good standing.
- be fully conversant with the workings of the Society.
- be familiar with the past history, current philosophies and strategic direction of the Society.
- be a completer-finisher.



- be self motivated.
- be a team leader.
- possess excellent communication skills.
- be able to commit enough time to fulfil the role effectively with the support of their employer.

**Appointment:**

The Congress Chair will be appointed by the ESPR Board as part of the process of accepting the business plan for running the Congress. The Congress Chair will have responsibility for selecting the venue. (see Congress Procurement Document )

The Congress committee is the 'training ground' for subsequent Committee Chairs. Once a bid to host the ESPR Congress has been accepted the lead for that event will join the Congress Committee 2 years prior to his or her event. During the year for which the individual is responsible for the congress he or she shall be referred to the Congress Chair.

**Meetings:**

2 Face to face meetings per year and two 'virtual' meetings per year

**Duration of office:**

Four years – starting as a member of the Congress Committee and then being the Chair of the meeting in the year leading up to 'their congress'. In the final year the Congress Chair steps down to become the Past Congress Chair and in this role they will support the Congress Chair.

If meeting attendance falls below 50%, makes a significant financial loss or the role objectives are not being met, the ability of the post holder to meet the requirements of the role will be reviewed by the President and the Council of Trustees in collaboration with other ESPR Board Members.

**Reports to:**

ESPR Board

**Accountable to:**

ESPR Board



## 12.6 Role Profile ESPR Education and Professional Development Committee Chair

### **Aim:**

To co-ordinate the function of the Education and Professional Development Committee in order to meet the strategic aims of the ESPR. To work closely with the ESPR Board and ESPR members, in order to achieve high standards of integrated and collaborative working. To be accountable for the monitoring and delivery of the annual Education Business Plan.

### **Objectives:**

1. To ensure the continuous development of own knowledge and skills in Paediatric Radiology.
2. To be member of the ESPR Board and attend a minimum of two 'face to face' and two virtual Board Meetings per year.
3. To provide timely reports to the ESPR Board as to activities and developments of the Committee prior to each Board Meeting, seeking advice and support from the ESPR Board when required.
4. To provide an Education Committee Strategy backed by a comprehensive annual Education Business Plan, to be delivered in line with the Society's overall strategy, for submission to the last ESPR Board Meeting of the financial year.
5. To review the terms of reference for the Committee and seek approval from the ESPR Board for any changes.
6. To facilitate and chair Education Committee Meetings at least two times per year or more frequently if required.
7. To work with the ESPR Congress Committee as well as ECPR organisers to ensure the programme meets the education needs of the membership and other delegates.
8. Ensure appropriate information concerning the Committee is effectively communicated to all Committee members.
9. To engage in appropriate decision-making, and demonstrate good leadership skills relating to the functioning of the committee.
10. To work with the Treasurer to ensure appropriate use of financial resources.
11. To collaborate with the jESPeR representative, for definition and attribution of educational grants.
12. To communicate and work closely with other organisations as appropriate to develop and contribute to educational activities.
13. To ensure liaison with the European Society of Radiology, to represent ESPR as delegate to Educational Committee.
14. To ensure liaison with the European School of Radiology (ESOR) to enable close collaboration for courses, fellowships and internet tools.
15. To ensure liaison with the European Board of Radiology (EBR) for the organisation and promotion of the European Diploma of Radiology (EDiR).
16. To ensure liaison with the workforce training and education of the World Federation of Paediatric Imaging (WFPI).

### **Role criteria:**

#### **The Education Committee and Professional Development Chair must:**

- be a full member of the Society in good standing.
- be fully conversant with the workings of the Society.



- be familiar with the past history, current philosophies and strategic direction of the Society.
- have a clear understanding and current expertise of the educational and professional development needs of paediatric radiologists in Europe.
- have high level written and oral skills.
- have advanced knowledge of the principles and practice of Paediatric Radiology.
- have the ability to inspire confidence.
- willingness to be available to Society members for support.
- be motivated, committed and a team player.
- possess good co-ordination and leadership skills.
- Be able to commit enough time to fulfil the role effectively.

**Appointment:**

The Chair of the Education and Professional Development Committee will be appointed by the ESPR Board.

**Meetings:**

The Committee Chair will be required to organise and attend at least one Education and Professional Development Committee Meetings. In addition they will attend 2 face-to-face Board meetings per year (one being at the Annual Congress) and two 'virtual' meetings per year.

**Duration of office:**

3 years and re-elected once

If the Committee Chair attendance of ESPR Board Meetings falls below 50% or role objectives are not being met, the ability of the post holder to meet the requirements of the role will be reviewed by the President or the Council of Trustees in collaboration with other ESPR Board Members.

**Reports to:**

ESPR Board

**Accountable to:**

ESPR Board



## 12.7 Role Profile ESPR Research Committee Chair

**Aim:**

To co-ordinate the function of the ESPR Research Committee in order to meet the strategic aims of the Society. To work closely with the ESPR Board and ESPR members, in order to achieve high standards of integrated and collaborative working.

**Objectives:**

The Chair of the Research Committee shall

1. Be member of the ESPR Board and attend two 'face to face' and two virtual meetings per year.
2. Meet the goals of the ESPR Research Committee, which are to initiate, drive forward and foster excellence in paediatric imaging, paediatric image-guided intervention and radiation protection research, by facilitating the progression away from individual, local isolated projects and towards more evidence-based standards, protocols and multi-institutional collaborations, which can be used on both a national and international basis.
3. Help organise the yearly Research meeting at the ESPR postgraduate course and congress. This has to be done in coordination and with approval of the annual ESPR President and with ESPR Board approval. The head of the Research Committee shall help organise and evaluate the scientific presentations, both oral and posters, and allocate the yearly ESPR prizes (separate regulations).
4. Assist updating the relevant section of the ESPR website.
5. Represent the ESPR Board at meetings/events/committees. Such representation should only be done with prior approval from the ESPR Board. To provide timely reports to the ESPR Board as to activities and developments of the Committee prior to each ESPR Board meeting, seeking advice and support from the ESPR Board when required.
6. Provide a comprehensive annual business plan, to be delivered in line with the Society's overall strategy, for submission to the last ESPR Board meeting of the financial year.
7. Review the terms of reference for the Committee and seek approval from the ESPR Board for any changes.
8. Facilitate and chair Committee Meetings at least two times per year or more frequently if required.
9. Ensure appropriate information concerning the Committee is effectively communicated to all Committee Members.
10. To communicate and work closely with members and other organisations about fundamental developments within the Committee.
11. To engage in appropriate decision-making, and demonstrate good leadership skills relating to the functioning of the Committee.
12. To collaborate with the Treasurer to ensure the appropriate use of financial resources.
13. To ensure the continuous development of knowledge and skills in Paediatric Radiology and related research.
14. To work with the Congress Committee to ensure the programme meets the education needs of the membership and other delegates.

**Role criteria:****The Research Committee Chair must:**

- be a full member of the Society.
- be fully conversant with the workings of the Society.
- be familiar with the past history, current philosophies and strategic direction of ESPR.
- have a clear understanding and current expertise of the research needs of paediatric and other radiologists in Europe.
- have high level written and oral skills.
- have advanced knowledge of the principles and practice of Paediatric Radiology.
- have the ability to inspire confidence.
- have the willingness/be willing to be available to Society members for support.
- be motivated, committed and a team player.
- possess good co-ordination and leadership skills.
- be able to commit enough time to fulfil the role effectively.

**Appointment:**

A future chairperson of a committee has to be a member of the committee in order to ensure continuity. The national balance should be kept.

Appointment will be by open application amongst the Officers. Appointees must show a demonstrable interest and ability in research and in the Society.

**Meetings:**

The Committee Chair will be required to organise and attend at least one Research Committee meeting. In addition they will attend 2 face-to-face ESPR Board Meetings per year (one being at the Annual Meeting) and two 'virtual' meetings per year.

**Duration of office:**

3 years

If the Chair attendance of ESPR Board meetings falls below 50% or role objectives are not being met, the ability of the post holder to meet the requirements of the role will be reviewed by the President or the Council of Trustees in collaboration with other Board members.

**Reports to:**

ESPR Board

**Accountable to:**

ESPR Board





## 12.8 Role Profile jESPeR Representative

### **Aim:**

The jESPeR (Junior ESPR) is on the ESPR Board to represent the views of and look after the interests of junior (less than five years of experience in paediatric radiology) paediatric radiologists.

### **Objectives:**

The jESPeR Representative will:

1. Be expected to attend the ESPR Board meetings held twice yearly.
2. Act as a contact person for younger radiologists interested in the society and the specialty (both members and non-members).
3. Be responsible for checking the ESPR records to ensure they are up to date with jESPeR members correctly identified and also for keeping a contact list of non-members (with their consent) who have expressed an interest in being members or have attended ESPR meetings as a registrar/in training. These two lists will be referred to as the 'jESPeR Group'.
4. Regularly update the group with items felt to be of interest such as educational courses.
5. Liaise with the Congress Chair to organise the yearly jESPeR lecture at the ESPR Annual Meeting. The ultimate choice of speaker and topic needs to be approved by the ESPR Board.
6. Help organise the jESPeR evening/dinner at the ESPR Annual Meeting. This is done in coordination and with approval of the Congress Chair.
7. Help organise the ESPR junior grants if and when the ESPR Board decides to award such grants. This role should be performed with ESPR Board approval.
8. Assist updating the relevant section of the ESPR website and Twitter account
9. Assist the ESPR Board in all other relevant functions, within the limits of the role and capabilities of the individual.
10. May be asked to represent the ESPR Board of at meetings/events/committees. Such representation should only be done with prior approval from the ESPR Board.
11. Will be asked for a regular "jESPeR News" paragraph to be included in the newsletters.
12. Mentor the next jESPeR Representative.

### **Role criteria:**

#### **The jESPeR Representative must:**

- show a demonstrable interest in the specialty and the Society.
- be a member of the Society.
- be fully conversant with the workings of the Society.
- be familiar with the past history, current philosophies and strategic direction of the Society.
- Be a completer-finisher.
- Be self motivated.
- Be a team leader.
- Possess excellent communication skills.
- Be able to commit enough time to fulfil the role effectively with the support of their employer.

### **Appointment:**

The jESPeR representative will be appointed by the ESPR Board. The requirement for a jESPeR

Representative will be advertised to all members via any or all of the following means:  
Website or by email from the ESPR central mailing service.

**Meetings:**

The jESPER Representative will attend all ESPR Board Meetings and any 'virtual meetings' that the ESPR Board require in addition.

**Duration of office:**

3 years

If the jESPER attendance of ESPR Board Meetings falls below 50% or role objectives are not being met, the ability of the post holder to meet the requirements of the role will be reviewed by the President or the Council of Trustees in collaboration with other ESPR Board Members.

**Reports to:**

ESPR Board

**Accountable to:**

ESPR Board



## 12.9 Role Profile ESPR Publication Committee Chair

**Aim:**

To co-ordinate the function of the ESPR Publications Committee in order to meet the strategic aims of the Society. To work closely with the ESPR Board and ESPR members, in order to achieve high standards and collaborative working.

**Objectives:**

The Chair of the Publications Committee shall

1. Be a member of the ESPR Board and attend two “face to face” and two virtual meetings per year.
2. Provide reports as per the agreed format, reporting on activities and any issues that arise and need support or additional decision making by the ESPR Board.
3. Facilitate and chair Committee Meetings at least twice per year or more often if required.
4. Ensure appropriate information concerning the Committee is effectively communicated to all Committee members.
5. Communicate and work closely with the other ESPR Board Subcommittee Chairs about relevant developments in the Committee.
6. Engage in appropriate decision making, and demonstrate good leadership skills relating to the function of the Committee.
7. Collaborate with the treasurer to ensure the appropriate use of financial resources.
8. Assist in updating the relevant section of the ESPR website.

**Role criteria:****The Publications Committee Chair must:**

- be a full member of the Society.
- be fully conversant with the working of the Society.
- be familiar with the past history, current philosophies and strategic direction of the Society.
- have high level written and oral skills.
- be motivated, committed and a team leader.
- possess good co-ordination and leadership skills.

**Appointment:**

The Chair of the Publications Committee will be selected from within the membership of the Publications Committee, and subject to approval by the ESPR Board.

**Meetings:**

The Chair will be required to organise and attend two or more Publications Committee meetings annually. In addition, he/she will attend 2 face-to-face Board meetings per year (one being at the Annual Meeting) and 2 ‘virtual’ meetings per year.

**Duration of Office:**

3 years (not renewable)

If the performance of the Chair of the Publications Committee falls below the expectation of the rest of the ESPR Board, or if they are absent for two consecutive ESPR Board Meetings, it is the responsibility of the President to manage the situation and if required co-opt another member of



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the ESPR Board to perform the function of the committee chair until a permanent replacement can be appointed.

**Reports to:**

ESPR Board

**Accountable to:**

ESPR Board

## **13. Terms of Reference**

### **13.1 Terms of Reference ESPR Board**

#### **1. Purpose**

The ESPR Board oversees the general management and controls the affairs and assets of the Society.

The ESPR Board will execute and monitor the delivery of the ESPR strategy, and be the main decision making forum on the day-to-day business activities of the Society. It will have overall responsibility for managing the business affairs of the ESPR in terms of implementation of the business plan.

#### **2. Accountability**

The ESPR Board is accountable to the membership and will report to the membership at the ESPR General Assembly.

#### **3. Objectives**

The overall responsibilities of the ESPR Board will be to:

Agree on important decisions taken by all committees especially when finances are involved

Be responsible for setting the strategic objectives and direction of the Society (in consultation with the membership) and develop and implement the associated business plans.

The ESPR Board will prepare financial statements for each financial year giving a true and fair view of the state of affairs of the Society and of the status of income over expenditure for the financial year, to include the following:

1. Selection of suitable accounting policies and consistent application of these to maximise the members' value for money.
2. Making judgments that are prudent and in the Society's best financial and educational interests.
3. Ensuring that applicable accounting standards have been followed with disclosure of any departures from what is good practice.
4. Preparing statements on a 'going concern' basis unless it is inappropriate to presume that the charity will continue in operation.
5. Ensure that the Society complies with all relevant statutes within the country in which it is registered and regulated.
6. Ensure that the Society does not breach any of the rules or requirements set out in its governing document, and that it remains true to its aims and objectives.
7. Ensure that there is compliance with the Society's bylaws.
8. Avoid misuse of Society funds or assets, and declare any potential conflicts of interest.
9. Ensure that the Society is and remains solvent, as far as is possible.
10. Use Society funds and assets reasonably and only in furtherance of the aims and objectives.
11. Avoid undertaking activities that might place the Society's endowment, funds, assets or reputation at undue risk.



12. Take expert advice and use prudence when investing the funds or borrowing funds for the society to use.
13. Use reasonable skill or care to ensure the society is well run and efficient.
14. Seek external professional advice on all matters where there may be material risk to the society or where the ESPR Board may be in breach of their duties.

#### 4. Membership

<b>Title</b>	<b>Main areas of responsibility at Board meetings</b>	<b>Tenure of Office for discussion</b>
<b>President</b>	Chair meetings of the ESPR Board	3 years (plus one more term of 3)
<b>Secretary</b>	Prepare papers for, and take minutes and oversee the action points are progressed	3 years (plus one more term of 3)
<b>Treasurer</b>	Report on the financial affairs of the society	3 years (plus one more term of 3)
<b>5 Committee Chairs</b>	To account for and report on the activities of the committees and progress against the committee business plans (currently: Education, Research, jESPeR, Conference and Publications)	3 years (plus one more term of 3)
<b>Future and Past Congress Chair</b>	To familiarise future Chairs with board functions, Society communications and feedback to the ESPR Board	2 years prior and 1 year following the annual meeting presidency

The ESPR Board will have the authority to co-opt additional members onto the ESPR Board as necessary. No voting rights will be attached to co-opted members.

#### 5. Chair of Board

President

#### 6. Decision Making

- Meetings will be minuted and approved by the ESPR Board.
- Decisions and actions will be recorded within the meeting summary.
- Group members are expected to complete actions assigned to them as per the timescales agreed at meetings or through other forms of communication.



## **7. Voting rights**

All members of the ESPR Board will have full voting rights except the jESPeR Representative and the Council of Trustees. The President will have a second casting vote in the event of a tied vote. The Treasurer shall have a right to veto any financial action contemplated by the ESPR Board. In the event of a major disagreement between the Treasurer and the other officers, the dispute will be brought before the Council of Trustees, which will arbitrate alone in the last resort. Agreement for a positive decision must be over 50% of the votes.

A quorum at a meeting of the ESPR Board means half of the ESPR Board Members are present including at least two elected officers.

## **8. Meeting arrangements**

ESPR Board Meetings will be held a minimum of 2 times a year (winter meeting and annual congress meeting).

## **9. Meeting papers arrangements**

Agenda, papers and minutes will be provided and distributed at least 14 days prior to the next meeting. All meeting papers will record action points. Papers will be archived by the ESPR Office.

Reports will be submitted to the ESPR Office 3 weeks prior to each meeting to allow circulation with agenda.

Meeting minutes will be circulated within 4 weeks of the meeting.

## **10. Confidentiality**

Private meetings

## **11. Financial arrangements**

Reasonable expenses incurred by ESPR Board Members while on ESPR business will be paid in line with Standard Operating Procedure (SOP) – Expenses and in accordance with the Society's bylaws.



## 13.2 Terms of Reference Council of Trustees

### 1. Purpose:

To provide wise council, support and in extremis take over the responsibilities of the President or the ESPR Board as defined in the Society's bylaws.

### 2. Accountability:

The Council of Trustees is accountable to those members of the ESPR Board who are not involved in any conflict which necessitates their involvement in decision-making or to the membership.

### 3. Objectives:

1. To assist the ESPR Board in developing strategic plans for the future of the society.
2. To attend ESPR Board Meetings as and when requested by the ESPR Board.
3. To advise the ESPR Board or individual members of the ESPR Board in case of dispute or disagreement within the ESPR Board.
4. To take on the responsibilities of the ESPR Board in exceptional circumstances (for example resignation of three or more ESPR Board Members) until such time as a new ESPR Board is appointed. If the problems arising within the ESPR Board are resolved and the council express confidence in the ESPR Board, they may resume and continue their function.
5. To call a special (extra ordinary) ESPR General Assembly should this be required as described in the bylaws of the Society.
6. In the event of a major disagreement between the Treasurer and the other officers, the dispute will be brought before the Council of Trustees, which will arbitrate alone in the last resort.
7. Deliver reports at the ESPR General Assembly as appropriate.
8. If need be or at the request of at least one-half plus one of the current active (paying) membership, the Council of Trustees can call a Special Members Meeting in the same manner that the ESPR General Assembly are called. Said meetings may be held, if need be, using secure electronic technology.





**4. Membership:**

Title	Main areas of responsibility	Term of Office
<b>Council of Trustees</b>	To represent the membership in exceptional circumstances. To arbitrate in internal disputes if required.	3 years

**5. Length of term of office and election process**

All Council members are elected for a three-year term of office by the eligible members of the society at the ESPR General Assembly (as defined by the relevant Standard Operating Procedure for ESPR General Assembly voting) and can stand for a second term.

**6. Meeting arrangements:**

The council shall meet as required.

**7. Confidentiality:**

Private meetings

**8. Financial arrangements:**

Reasonable expenses incurred by group members while on ESPR business will be paid in line with the Standard Operating Procedure (SOP) for claiming expenses and in accordance with the bylaws of the Society.



### 13.3 Terms of Reference Education and Professional Development Committee

#### 1. Purpose:

To develop, implement and evaluate an excellent quality of education and professional development opportunities for paediatric and other radiologists both within ESPR and wider field.

#### 2. Accountability:

The Committee is accountable, through the Committee Chair to the ESPR Board.

#### 3. Objectives:

The objectives of the Education and Professional Development Committee are:

To develop and review an education and professional development strategy for the European Society of Paediatric Radiology, in line with the Society's strategy. This plan should encompass:

- General radiologists in training (residents).
- Paediatric radiologists in training (fellows).
- Postgraduate general radiologists and experienced paediatric radiologists.
- Medical students, practitioners and physicists.

To produce an annual business plan and financial forecast, to be delivered in line with the Society's overall strategy, for submission to the last ESPR Board Meeting of the financial year. To facilitate the Education and Professional Development Committee will participate to develop the following programs:

- **Courses managed directly by the ESPR:**
  - Annual European Course of Paediatric Radiology.
  - Post Graduate Course at ESPR's Annual Meeting.
- **Courses ESPR co-organises in conjunction with other societies and organisations**
- **Involvement in all other courses is agreed at the ESPR Board Meetings.**

With other organisations as deemed appropriate, maximise the opportunity available by developing suitable sub-specialty diploma materials to launch an European Diploma in Paediatric Radiology.

Respond to questions on education in paediatric radiology from other organisations and make sure that the specialism is acknowledged. A closed collaboration with the European Society of Radiology is recommended:

- Production and update of European Training Charter.
- ESR self assessment.
- Other specific tools dedicated to education.

To ensure educational material and guidance documents are developed, reviewed and evaluated against evidence based research.

To promote online available documents through the website.

To collaborate with the Publication Committee Chair.



To collaborate with the European Board of Radiology to contribute material for the European Diploma of Radiology (EDiR).

Work collaboratively with other ESPR Committees to improve and enhance educational and professional development opportunities within the Society especially with conferences and courses.

#### **4. Membership:**

<b>Title</b>	<b>Main areas of responsibility</b>	<b>Term of Office</b>
<b>Chair</b>	To lead and coordinate the activities of the committee, chair Education meetings and attend ESPR Board meetings and conference.	Maximum 3 years
<b>Committee members</b>	To support the function of the Education Committee in order to meet the strategic aims of the Society and liaise as links between the other Committees as nominated.	Maximum 3 years

#### **5. Chair of the Group:**

Education Committee Chair

#### **6. Decision making:**

- Feedback from Committee meetings will be discussed and decisions will be recorded in the ESPR Board Meetings.
- Committee members are expected to complete the actions assigned to them in the timescales agreed at meetings or through other forms of communication.
- Areas of responsibility for Committee members will be assigned by Chair.
- Other discussions and decisions on Committee activities will be facilitated by the Chair.
- A quorum of the Committee shall comprise a simple majority of the Committee members present.
- Committee members will be elected following a call for applicants to all ESPR Members and a review of applications received by the Chair and at least one other Committee member.
- Chair position will be nominated and elected from within the Committee, with all decisions being recorded and communicated to the ESPR Board.

(NB In the absence of the Chair the assigned deputy will assume decision-making responsibilities)

#### **7. Voting rights:**

All members of the Committee have the right to vote on any decisions.

In the event of equal votes being cast the Chair shall have a second and casting vote.

#### **8. Meeting arrangements:**

The Committee shall meet at least once per year face to face. Additional meetings may be required in line with the business plan.



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**9. Meeting papers arrangements:**

Agenda and meeting papers will be provided and distributed at least seven days prior to the next meeting.

**10. Confidentiality:**

Private meetings may be deemed necessary upon decision of the Committee Chair.

**11. Financial procedures**

Are explained in section 5.3.



## 13.4 Terms of Reference Congress Committee

### 1. Purpose

To provide, in partnership with others, a successful annual meeting and a concurrent post graduate meeting on behalf of the Society and which is in line with the ESPR strategy. Detailed information about the Annual Meeting and Post Graduate Course can be found in the Congress Procurement Document. There is a separate agreement with the ESPR and SPR for IPR organisation.

### 2. Accountability

The Committee is accountable, through the Congress Committee Chair to the ESPR Board with abidance to the rules of the Society.

### 3. Objectives

The objectives of the Congress Committee are to:

1. To identify a suitable venue and location for the event for which the individual responsible will be the Chair of the committee during the year of their event.
2. To appoint and manage a Professional Congress Organising Company.
3. Up to two years in advance to produce a scientific Congress programme which reflects the educational and research strategies of the Society, the needs of members and other delegates, and to support the promotion of the programme to all relevant groups.
4. To utilise the skills and knowledge of other Society committees to determine and promote a high level of scientific content for the programme. Specifically collaborate with the Editorial Board, Education Committee and the Research committee in identifying and supporting high quality presentations, publications and research activities.
5. To utilise the skills and knowledge of other Society members as required, and through co-option on to the Committee as required.
6. To support the organisation of the Congress trade exhibition, lead by the Congress organising company and considering the Society's exhibition regulations.
7. To evaluate all aspects of Congress in collaboration with others, particularly the contracted Professional Congress Organising (PCO) company, to inform subsequent programme planning.
8. To liaise with the Treasurer on all financial matters relating to Congress organisation and consider financial boundaries when Congress planning.
9. To report to the ESPR Board, as the overarching body that directs and approves Society activities, a description of Committee activities and highlight any issues for discussion and action. Reports are due four times per year as well as an annual report to be submitted in time for the Society's Annual Members' Meeting. These will be submitted to the General Secretary as requested.
10. To produce an annual business plan, to be delivered in line with the Society's overall strategy, for submission to the last Board meeting of the financial year.
11. To communicate effectively with all relevant parties, including committee members, through frequent planning meetings and emails, Board meeting attendance (including ESPR Board report submission) and attendance at other meetings (either Committee Chair or deputy), in order to meet the overall purpose of the Committee.



**4. Membership:**

<b>Full Committee Members</b>		
<b>Title</b>	<b>Main areas of responsibility</b>	<b>Term of Office</b>
<b>Chair</b>	To coordinate the activities of the Committee, be a Trustee and Director of ESPR and, as such, attend Board meetings, providing reports to it.	4 years (including 2 years as committee member, 1 year as Chair and 1 year as previous Chair)
<b>Previous Chair</b>	To assist in the coordination of the Committee and responsibilities of the Chair and deputise for the Chair where required.	4 years (including 2 years as committee member, 1 year as Chair and one year as previous Chair)
<b>Future Chairs and other committee members</b>	As per assigned areas of responsibility for the Committee (featured within Committee Gantt chart).	4 years (including 2 years as committee member, 1 year as Chair and one year as previous Chair)
<b>In attendance and/or co-opted members</b>		
<b>Title</b>	<b>Main areas of responsibility</b>	<b>Term of Office</b>
Other standing Committee/Group representatives	To contribute skills and knowledge to promote a high level of scientific content for Congress programme and liaise with/feedback to those representing.	As co-opted
Treasurer	To direct and approve financial decisions with regards to Congress planning and execution.	Ongoing input to Committee activities
PCO Staff	To project manage Congress planning, undertake identified planning, advertising and evaluation tasks and run the annual event. To act as the secretariat for Committee. Specific responsibility for managing corporate partners to ensure successful sponsorship for Congress.	As per legal contract

(The option for membership renewal for a further term of office is at the discretion of the ESPR Board.)

**5. Chair of the Group:****Committee Chair**

The position of Congress Chair is a rolling appointment, which passes on each year to the person responsible for organising the event the following year. The person is appointed 2 years prior to taking over the position of Chair as an ordinary member of the Committee.

**6. Decision making:**

- Discussions, decisions and action points from the Committee meetings will be recorded.
- The Chair will approve the record of the meeting prior to the PCO/secretariat issuing it to the full Committee. The full Committee will ratify the draft record within 1 week of issue by the PCO/secretariat.
- Committee Members are expected to complete assigned actions in the timescales agreed at meetings or through other forms of communication.
- Areas of responsibility for Committee Members will be assigned by Chair.
- Other discussions and decisions on Committee activities will be facilitated by the Chair.
- A quorum of the Committee shall comprise of 50% of the full Committee membership.
- Committee Members will be elected following a call for applicants to all ESPR Members and a review of applications received by the Chair and at least one other Committee Member.
- Chair and deputy positions will be nominated and elected from within the Committee, with all decisions being recorded and communicated to the ESPR Board.

(The Committee Chair may select a deputy from within the Committee who will assume decision making responsibilities in the absence of the Committee Chair)

**7. Voting rights:**

All members of the Committee (except the PCO/secretariat) have the right to vote on any decisions. In the event of equal votes being cast the Chair shall have a second and casting vote.

**8. Meeting arrangements:**

The Committee will meet (face to face or teleconference) no less than 4 times per year. Meetings should include the PCO, Treasurer (as appropriate) and representation from other Committees where relevant.

Members are expected to attend at least 50% of meetings per year (unless unusual circumstances prevail) and present apologies to the chair in advance of meetings if required.

**9. Meeting papers arrangements:**

- Agendas and other meeting papers will be provided and distributed at least seven days prior to the meeting.
- Records of the meetings will be made available to group members within 1 week of the meeting/teleCongress.
- All meeting papers will record action points.
- An activity sheet/Gantt chart or similar will be used to direct Committee activities and will be reviewed at Committee Meetings.
- The record of previous meetings will be made available to others in the Society as required
- Papers will be archived by the ESPR Office.

**10. Confidentiality:**

Private meetings, although any papers resulting from these meetings will be made available as described.

**11. Financial arrangements:**

Reasonable expenses will be met as per the Society Expenses Standard Operating Procedure and in the additional Congress Procurement Document.

Committee forecasts will be identified as part of overall society budget planning process as agreed by the Treasurer.





## 13.5 Terms of Reference Publications Committee

### 1. Purpose:

To represent the Society in all relevant interactions with the publisher/s.

### 2. Accountability:

The Committee is accountable through the Committee Chair to the ESPR Board.

### 3. Objectives:

1. Committee should work in the best interests of the Journal at all times.
2. Reports to the ESPR Board on Journal activities i.e. Journal statistics, Journal issues every 6 months.
3. Undertakes a review of the contract and negotiations of the contract with the publisher every 5 years.
4. Members participate in a review of the performance of the European managing editor of the journal after 3 years.
5. Members participate in the selection process of a new European managing editor of the journal and are strongly represented on the interview committee.
6. Committee undertakes a membership survey in relation to the journal and other publications every 4-5 years.
7. Committee may invite the European managing Editor and European Assistant editors to attend meetings to discuss specific journal issues when deemed appropriate.
8. Committee may invite publisher representative/s to attend meetings to discuss specific journal issues when deemed appropriate.
9. Committee helps co-ordinate material to be published on the ESPR website, in collaboration with the Education and Research Committees.

### 4. Membership:

Title	Main areas of responsibility	Term of Office
<b>Chair</b>	To lead and co-ordinate the of the committee, chair meetings, attend all ESPR Board meetings and teleconferences	activities 3 years (not renewable)
<b>Committee Members (6)</b>	To support the function of the Publications Committee in order to meet the strategic aims of the ESPR and link permitted with the other committees as nominated.	3 years one re-appointment permitted

(The Committee Chair may select a deputy from within the Committee who will assume decision making responsibilities in the absence of the Committee Chair)

### 5. Chair of the Group:

Publications Committee Chair

**6. Decision making:**

- Meetings will be minuted and presented to the ESPR Board.
- Decisions and actions shall be recorded within the meeting summary. Group members are expected to complete the actions assigned to them in the timescales agreed at meetings or through other forms of communication.
- Areas of responsibility for Committee members will be assigned by the Chair, and a record of responsibilities made available on the relevant page of the ESPR website.
- Other discussions and decisions of the Committee activities will be facilitated by the Committee Chair.
- A quorum of the Committee shall comprise of 50% of the full committee membership.
- Committee Members will be elected following a call for applicants to all ESPR Members and a review of applications received by the Chair and at least one other committee member, subject to ESPR Board approval.
- The Committee Chair will be nominated and elected from within the Committee, with all decisions being recorded and presented to the ESPR Board for approval.

**7. Voting rights:**

All members of the Committee have a right to vote on any decisions.

In the event of equal votes being cast, the Committee Chair shall have a second and casting vote.

**8. Meeting arrangements:**

The Committee shall meet by teleconference/Skype/Webinar) and should have a face-to-face meeting at each ESPR Annual Meeting. Additional meetings may be required in line with the business plan.

Members are expected to attend at least 50% of meetings per year (unless unusual circumstances prevail) and present apologies to the Chair in advance of meeting if required.

**9. Meeting paper arrangements:**

- Agenda and meeting papers will be provided and distributed at least 7 days prior to the next meeting.
- Minutes of the meeting will be made available to the group members within 14 days of the meeting/teleconference.
- All meeting papers will record action points.
- Papers will be archived by the ESPR Office.

**10. Confidentiality:**

Private meetings

**11. Financial Arrangements:**

Reasonable expenses incurred by group members while on ESPR business will be paid in line with the Standard Operating Procedure (SOP) for claiming expenses and in accordance with the bylaws of the Society.

## 13.6 Terms of Reference Research Committee

### 1. Purpose:

To develop an active programme to encourage and disseminate relevant research to ESPR members and others with an interest in Paediatric Radiology in line with the Society's strategic aims.

### 2. Accountability:

The Committee is accountable, through the Committee Chair to the ESPR Board.

### 3. Objectives:

- To provide ESPR Members with research opportunities by participation in multi-centre research projects.
- To provide ESPR Members with research opportunities through running research awards.
- To utilise optimal communications to ensure ESPR Members get the best possible information and support from the ESPR committee.
- To link with other ESPR Committees to further the aims of the committee.
- To ensure succession planning.
- To utilise the resources of ESPR Members who are expert and practiced in research for the benefits of ESPR members who are less research experienced.
- To create and maintain links with research networks, other professional radiology and other paediatric associations, universities, funding organisations and the wider clinical research community nationally and internationally.
- To contribute to the setting of research priorities in the field of radiology, radiation safety both within Europe and internationally through established links.
- To work collaboratively with the Congress and Education and Professional Development Committees to further the research and development aspirations of the Society.
- To comply with ESPR Standard Operating Procedures including the production of an annual report, annual business plan with financial forecast (to be delivered in line with the Society's overall strategy for submission to the last ESPR Board Meeting of the financial year) and regular activity reports to the ESPR Board.
- To ensure cost-effectiveness in the running of the Research Committee.



#### 4. Membership:

Title	Main areas of responsibility	Term of Office
Chair	To lead and coordinate the activities of the committee, chair meetings and attend all Board meetings and teleconferences	3 years
Committee members	To support the function of the Research Committee in order to meet the strategic aims of ESPR and link between the other Committees as nominated	3 years

#### 5. Chair of the Group:

Research Committee Chair

#### 6. Decision making:

- Meetings will be minuted and approved minutes and presented to the ESPR Board.
- Decisions and actions shall be recorded within the meeting summary. Group members are expected to complete the actions assigned to them in the timescales agreed at meetings or through other forms of communication.
- Areas of responsibility for Committee members will be assigned by the Chair, and a record of responsibilities made available on the relevant page of the ESPR website.
- The Chair will facilitate other discussions and decisions on Committee activities.
- A quorum of the Committee shall comprise of 50% of the full Committee membership.
- Committee members will be elected following a call for applicants to all ESPR members and a review of applications received by the Chair and at least one other Committee member.
- The Chair and deputy positions will be nominated and elected from within the Committee, with all decisions being recorded and communicated to the ESPR Board.

(The Committee Chair may select a deputy from within the Committee who will assume decision making responsibilities in the absence of the Committee Chair)

#### 7. Voting rights:

All members of the Committee have the right to vote on any decisions.

In the event of equal votes being cast the Chair shall have a second and casting vote.

#### 8. Meeting arrangements:

The Committee shall meet (face to face or by teleconference/Skype/Webinar) four times per year. Additional meetings may be required in line with the business plan.

Members are expected to attend at least 50% of meetings per year (unless unusual circumstances prevail) and present apologies to the Chair in advance of meetings if required.

#### 9. Meeting papers arrangements:

Agenda and meeting papers will be provided and distributed at least seven days prior to the next meeting.

Minutes of the meetings will be made available to group members within fourteen days of the meeting/teleconference and posted on the Committee section of the ESPR website once ratified.

All meeting papers will record action points.

Gantt chart(s) to direct Committee activities as identified in the strategic plan will be made available and reviewed at committee meetings and included in a quarterly ESPR Board report.

Papers will be archived by the contracted secretariat/administrative organisation.

**10. Confidentiality:**

Private meetings

**11. Financial arrangements:**

Reasonable expenses incurred by group members while on ESPR business will be paid in line with the Standard Operating Procedure (SOP) for claiming expenses and in accordance with the bylaws of the Society.