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 meetings 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 unless ascribed, 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 annual business meeting of the College. The CSC works with the ACR staff on long-term and short-term issues for the Council meeting. It revises and reviews meeting evaluations to improve the efficiency and quality of the Council 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 parameters (PP) and technical standards (TS). Each PP or TS 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 quality and safety staff, the CSC member(s) appoint(s) 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 PP or TS 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 practice parameters and technical standards that they chaired during reference committee testimony at the Annual Meeting and possibly during reference committee closed session. Depending on the number of practice parameters and technical 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 PP or TS unless they have significant prior experience with the process. This is a major responsibility of the CSC outside of its meetings and work group activities and generally will require 4-6 hours of member time per parameter or standard.

The CSC provides liaisons to every chapter of the ACR and to those subspecialty organizations and federal branches represented in the Council. 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. CSC liaisons may attend chapter meetings and provide formal presentations on ACR activities. Such presentations
should be planned in advance with the ACR Office of Chapter and Member Engagement. Chapter liaisons should establish ongoing rapport with the leadership and Council delegation within 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. 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 participate in the activities of the commission. The term is for one year. The liaisons provide a critical link between the ACR Council and these important constituent groups.

During the Annual Meeting, at least one CSC member is assigned to each reference committee. One or two CSC members are also assigned as liaison to each geographic 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 Council. 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 ACR Annual Meeting. 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 (typically on Saturday afternoon) for about 4-5 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 30-60 minutes) on the last day of the Council meeting at which the incoming CSC discusses goals and assignments for the coming year. The CSC may also briefly review the just completed meeting and any other pressing issues. CSC members also attend the BOC meetings that take place at the beginning and end of the annual meeting.

During the Annual Meeting, 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 Annual Meeting an active 5-6 days of meetings and events.

Please note that with the exception of councilors-at-large, and the RFS and YPS representatives, **CSC members attending the Annual Meeting should be reimbursed by their chapter if that**
funding is available; funding is not available directly from ACR for attendance at the annual meeting.

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 Board and CSC will meet in the morning Monday through Thursday. The CSC will meet for about 4-5 hours on Monday afternoon and may meet for additional breakfast or lunch meetings at the discretion of the Speaker. At this meeting, the CSC makes its major decisions regarding future Council meetings, addresses reports of its workgroups, and discusses other issues of importance to the ACR and the Council. 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 CSC may also meet during a Board of Chancellors meeting to be held January 26-28 in Amelia Island, FL. Additional information about that meeting will be forthcoming.

Other in-person meetings may occur, (for instance, the CSC will meet at RSNA) but conference call meetings are more likely throughout the year. These usually are focused on one or two specific issues. Such conference calls usually last about one hour.

In addition to these specific CSC meetings, members typically attend most meetings of the BOC. During the Annual Meeting, the CSC attends the start of the BOC meeting on Saturday morning (about 4 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. 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 participation is also encouraged at BOC meetings, but with a total of 34 Chancellors and 22 CSC members, time for discussion is limited.

Summary

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, specialty societies and ACR commissions. Many CSC members will also serve on ad-hoc Task Forces of the ACR and on ACR commissions and committees.