

## **SBI Resident and Fellow Committee Charter**

### **MISSION STATEMENT**

The purpose and goal of the Resident and Fellow Committee is to increase trainee membership in the Society of Breast Imaging (SBI), provide resources for the professional development of trainees, and assist residents and fellows in their transition from trainees to young practicing breast imaging physicians.

### **EXPECTATIONS**

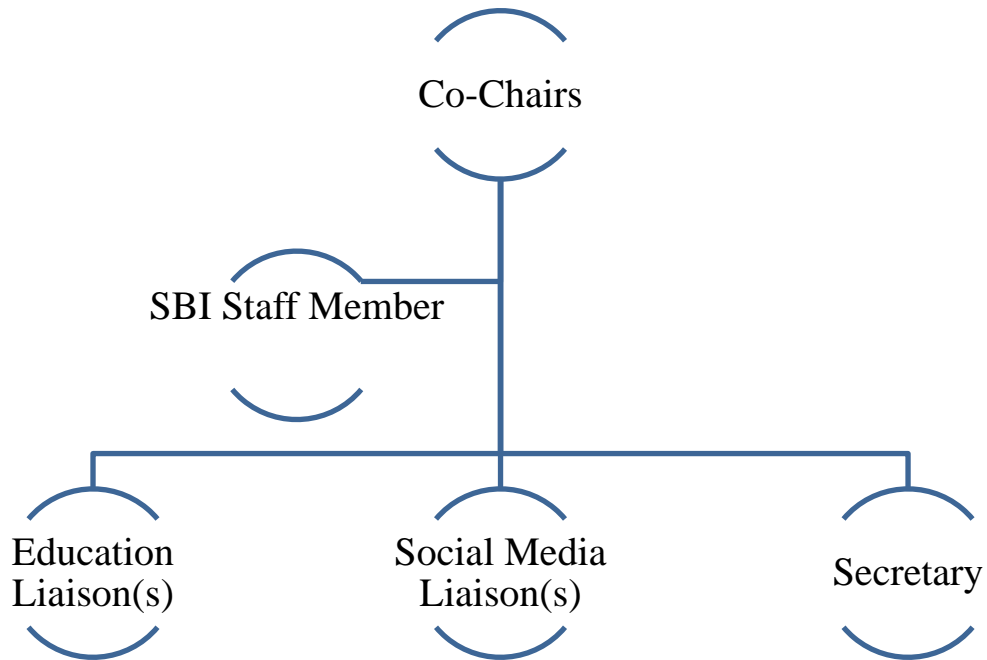
*Members of the RFS Committee are expected to:*

- Take full responsibility of the assigned roles described below
- Be actively engaged in all Resident & Fellow Section (RFS) activities
- Participate in quarterly phone calls (1 hour per meeting)
- Attend at least one conference per year to meet in person (RSNA or SBI Symposium)
- Complete assigned tasks and goals by deadlines set forth by committee co-chairs
- Volunteer for at least one activity per quarterly call
- Actively participate in committee throughout term of service:
  - Terms begin in April and are valid for 1 year, renewable up to 4 times
  - Co-chair terms are valid for 2 years and may be renewed once
- Serve as ambassadors for SBI (advocating for SBI's free membership to colleagues)



RESIDENT & FELLOW SECTION

### COMMITTEE STRUCTURE

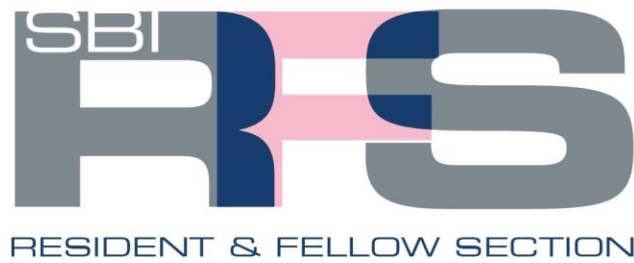


### ROLES AND RESPONSIBILITIES

#### A. Co-Chairs:

**Selected to serve for two years**

- Serve as primary representatives of the RFS to SBI
- Oversee all actions of the committee and report to the SBI Membership Committee
- Review volunteer applications



- Develop meeting agendas and lead conference calls with the assistance of SBI staff member
- Follow up with committee members to ensure that they are meeting their goals
- Communicate regularly and provide guidance and support to committee members

#### **B. Education Liaison(s):**

##### **Selected to serve for one year**

- Ensure that the educational goals of the committee are met
- Manage the *RFS Case of the Month* series with assistance from SBI staff member and serve as the point of contact for case authors
- Alternate the review of cases with co-chairs before submission to the SBI Chair of Online Activities and CME for final review
- Solicit new cases with the assistance of the co-chairs
- Assist with case upload as needed
- Actively participate in any educational needs and help develop new RFS programs and services

#### **C. Social Media and Communication Liaison(s):**

##### **Selected to serve for one year**

- Engage on the *SBI Connect* Members-in-Training forum by posting at least once a week (list of topics to be provided and discussed at quarterly conference calls)
- Collaborate with SBI staff member to curate content for the SBI RFS Twitter account by: sending helpful RFS resources or interesting articles to SBI for posting, actively engaging on Twitter by retweeting and mentioning @SBIRFS in



relevant posts, and participating in scheduled @BreastImaging Twitter chats by presenting the RFS perspective

- Assist co-chairs and SBI staff with content development for the SBI RFS website <https://www.sbi-online.org/Membership/ResidentandFellowSection.aspx>

#### **D. Secretary:**

##### **Selected to serve for one year**

- Coordinate the exchange of information among committee members
- Take detailed notes of all meetings
- Draft meeting minutes and circulate within a week of every meeting
- Keep a folder with all the agendas and minutes from conference calls to keep track of previous goals and uncompleted tasks
- Draft documents to communicate ongoing RFS Committee activities to the SBI Membership Committee
- Follow up with committee members as directed by co-chairs for completion of tasks by assigned deadlines
- Be available on a rotational basis for any unassigned tasks of the committee