

RTF Charter

The Charter for the Radiology Trainees Forum (former Junior Radiologists Forum) of the ESR

*** 1. NAME**

Radiology Trainees Forum (RTF) of the European Society of Radiology (ESR)

*** 2. AIMS**

To represent the interests of radiology trainees in the ESR especially with regard to:

2.1. Education

To stimulate discussions in ESR on educational matters by:

2.1.a. encouraging an input into decisions on training at all levels of radiology

2.1.b. finding ways to enable trainees to attend post graduate courses more easily, particularly earlier in their careers

2.1.c. co-operating in the organisation of the ESR educational programmes, both with dissemination of information on these programmes and suggesting participants who may also be recommended by each national RTF (JRF)

2.2. Career

To help in the development and assessment of common standards and to ensure equal opportunities throughout Europe for trainees to broaden and develop their experience early in their careers

2.3. Research

2.3.a. To determine ways of increasing the opportunities for the creation of regular research jobs

2.3.b. To promote research as a regular part of the radiological training curriculum

2.3.c. To encourage the development of paid research jobs funded by the trainees' employer (e.g. the University, Training Centre or Training Hospital) or the allocation of time for research in salaried training programmes

2.4. Exchange Programmes

To aid and encourage the ESR to facilitate and increase the exchange of knowledge and experience among radiology trainees in different European Countries by:

2.4.a. encouraging elective periods in other countries to broaden the scope of training and experience

- 2.4.b. improving links between teaching departments of radiology in Europe
- 2.4.c. encouraging exchange by trainees to gain either experience of working in different cultures and settings or to gain specialist experience which they are unable to gain in their own centres
- 2.4.d. seeking funds to facilitate and increase exchange in areas not covered at present, focusing on East-West exchange within the Greater Europe
- 2.5. Promotion of National Radiology Trainees Forums
 - 2.5.a. To promote the establishment of radiology trainee representative bodies in each member national society of the ESR
 - 2.5.b. To promote the ideals set out in this charter by the national societies who are members or associate members of the ESR

*** 3. COMPOSITION**

- 3.1 The criteria of a radiologist in training should be fulfilled at the time of election/nomination as a national representative
 - 3.1.a. A national representative shall be appointed by the trainee representative body of their own country if existent
 - 3.1.b. In the absence of a national trainee representative body, names shall be proposed by the president of the national radiological society which is a member of the European Society of Radiology
- 3.2. The Radiology Trainees Forum (RTF) is composed of the General Assembly and the Executive Board
- 3.3. The General Assembly of the RTF
 - 3.3.a. The General Assembly consists of the national representatives
 - 3.3.b. The name of the national representative should be known in writing to the Executive Board prior to the General Assembly, at the latest by the end of January whenever possible
 - 3.3.c. The General Assembly shall be open to any trainee who wishes to attend
- 3.4. The Executive Board of the RTF
 - 3.4.a. It will consist of three to five radiology trainees elected from national representatives, including the Chair, Vice-chair and Secretary for a two year term
 - 3.4.b. If a member resigns or is relieved of their duties, the Board may invite an additional member
 - 3.4.c. The Chair of the Executive Board shall represent the RTF in the ESR

*** 4. ELECTIONS TO THE EXECUTIVE BOARD**

4.1. The RTF shall elect the Executive Board

4.2 National RTF representatives only are eligible to vote

4.3. The Executive Board

4.3.a. In electing the members of the Executive Board, the General Assembly should consider the geographical distribution to ensure, whenever possible, a broad spectrum of membership in the Executive

4.3.b. The criteria defining a radiology trainee must be fulfilled at the time of the election or re-election to the Executive Board

4.3.c. Nominations for election to the Executive Board shall be made by self nomination or by proposals at the General Assembly

4.3.d. Voting shall take place during the same meeting as the nominations and shall be by secret ballot

4.3.e. Members of the Executive Board are elected for a two year term, and may stand for re-election for a second two year term only

4.3.f. The Executive Board members will then elect amongst themselves the distribution of functions as outlined in 3.4.a.

*** 5. MEETING**

5.1. Frequency of meetings

5.1.a. The General Assembly of the RTF shall meet annually during the European Congress of Radiology

5.1.b. The Executive Board will meet at least once a year in addition to the meeting at the ECR

5.2 Notice of meetings

5.2.a. Meetings of the RTF may be called by the Chair, other Executive Board members or a quarter of its representatives

5.2.b. Any meeting of the RTF or the Executive Board shall be announced and its agenda circulated to representatives at least 30 days in advance to allow participants time to obtain visas or permission to attend meetings

5.3. If an appointed representative is unable to attend a meeting of the RTF, the national society may nominate a delegate representative to speak and vote. This must be done in writing to the Executive Board by the national society prior to the meeting

5.4. Voting Procedures

5.4.a. A quorum is reached if fifty percent of the delegates are present

5.4.b. Items on the agenda of the General Assembly require a simple majority vote for approval except changes proposed to the Charter

5.4.c. Changes to the charter require a two-thirds majority of the quorum present at a meeting or a simple majority by an electronic vote. An electronic vote is used subsequent to discussion at a General Assembly

5.4.d. Simple majority is needed for elections

5.5. Contact

Regular and frequent contact within the group shall be maintained by means of email and through the website (www.myesr.org) to ensure regular diffusion and exchange of ideas.