



ASNR Committee Handbook

Table of Contents

	Page
Welcoming Environment, Role of Committees, Chairs, and Staff Liaisons	3
General Committee Chair Responsibilities and Timeline	5
Annual Committee Appointment Timeline & Policies	6
Advisory Council	7
Ad Hoc AI	9
Audit	10
Awards	11
Evidence Based Medicine	13
Computer Science and Informatics	14
Corporate Partners	15
Diversity and Inclusion	16
Economics	17
Education	18
Fellowship Directors	20
Financial Management	22
Health Policy	23
International Collaborations	25
Membership	27
Nominating	28
Program	29
Quality, Safety & Value	31
Research	32
Standards and Guidelines	34
Website and Social Media	35
Young Professionals	37
Advisory Council Committee Report Form	39
Board Committee Report Form	40
Board Action Form	41

Welcoming Environment Policy

ASNR is committed to a welcoming environment for all participants in its events and users of its resources. All participants are required to conduct themselves in a professional manner at all times. We encourage a culture of bystander allyship and positive mentorship and professional modelling. Any participants who engage in inappropriate behavior at ASNR events or while using ASNR resources may be excluded from current or future events and other discipline may be applied. Complaints about inappropriate behavior may be directed to the ASNR CEO or any member of the ASNR Board of Directors. If you feel personally unsafe at a live ASNR event, please contact building security or the local police immediately as well as contacting ASNR staff.

Role of Committees

- Generate ideas and solve problems.
- Drive the operating programs.
- Monitor and report.
- Represent, serve, and involve members.
- Training ground for future Society leaders.
- Make recommendations to the Board as needed and directed.

Role of Committee Chair

Committee Chairs will:

- Know the committee's purpose and goals (see the ASNR constitution).
- Create an agenda and timeline for projects.
- Lead meetings and keep committee on task.
- Encourage all members to contribute.
- Assign responsibilities and follow up.
- Report to Board and/or Advisory Council.
- Work closely with staff liaison.
- Plan for committee composition and leadership succession.

Role of Vice Committee Chair

Committee Vice Chairs will:

- Support the committee Chair.
- Help with distribution of work.
- Prepare to take Chair role when terms end.

Role of Staff Liaisons

Each committee has been assigned a staff liaison to provide guidance and assist the committee with its work.

Your staff liaison will:

- Be aware of the committee's role within ASNR and of the committee's mission and goals.

- Understand the committee structure and maintain the committee roster.
- Provide in-depth knowledge of policies, procedures, and supporting information during meetings.
- Provide administrative support including taking committee minutes.
- Follow up on action items and assignments.
- Help with program implementation and execution.
- Facilitate communications and meetings, including determining member availability and providing logistical support for virtual or in-person meetings.

General Committee Chair Responsibilities and Timeline

January

- Provide feedback for Vice President about current committee members to help with the committee appointment process.
- Recommend the vice chair, who will succeed as chair after two years of service.
- Recommend the ideal committee size to Vice President.

February

- Attend Virtual Advisory Council Meeting*

March

- Receive committee roster for next year.
- Send a welcome letter to next year's committee.

April (One month prior to the ASNR Annual Meeting)

- Prepare Advisory Council Report about the year's progress and recommendations for the coming year. (See forms at end of document)

May (Annual Meeting)

- Attend In-Person Advisory Council Meeting*
- Conduct a meeting, as needed.

June (following Annual Meeting)

- Review summary of prior year's committee activities (supplied by prior chair).
- Communicate with prior chair regarding actionable items and future direction.

Summer

- Attend Virtual Advisory Council Meeting*

November (In conjunction with RSNA)

- Attend In-Person Advisory Council Meeting*

Throughout term

- If new projects are proposed that require Board approval (strategic or financial), prepare a Board Action Report form for submission. (See forms at end of document)

* Those committee chairs that are also Advisory Council members, see p. 7 for Advisory Council composition.

Committee Appointment Policies

PURPOSE

To provide consistency and guidance regarding committee appointments, to provide appropriate succession planning and structure, and to maximize the opportunities for committee participation.

GUIDELINES

- a. All Chairs, Vice Chairs, and members are appointed by the ASNR Vice President unless positions are already specified in the ASNR constitution.
- b. The current Chair will make a recommendation for Vice Chair and the Vice President should consult in advance with the Chair if considering a different individual than recommended.
- c. The current Chair will make a recommendation regarding size of the committee and the Vice President should consult in advance with the Chair if considering deviation from that recommendation.
- d. Chairs and Vice Chairs each serve for a period of two (2) years, unless otherwise specified in the constitution, with the Vice Chair moving into the Chair role as the completion of their term.
- e. Committee members each serve for a period of one (1) year and should reapply each year for continued consideration. There is no limitation to the number of terms of service.

Annual Committee Appointment Timeline

December

- Appointment timeline, draft webform, and Call for Volunteers email updated by staff and reviewed by Vice President

January

- Call for committee volunteers distributed to membership.
- Committee volunteer submission deadline. (Call open for minimum of 3 weeks)

February

- Committee Chairs and staff liaisons provide input regarding committee appointments.

March

- Vice President reviews submissions and input and finalizes appointments.
- Appointment emails distributed to volunteers.
- Welcome letter distributed by Chair/staff liaison.

Advisory Council

The Advisory Council's primary responsibility is to advise and support the ASNR Board of Directors in meeting the ASNR Strategic Plan Goals and Initiatives. The council shall consist of a broader group of ASNR leadership as defined in the constitution.

The Advisory Council shall consist of the following voting members: ASNR Board of Directors, President (or their delegate) from each Specialty and Regional Society, one Scientist Representative, the Editor-in-Chief of *AJNR*, the Editor-in-Chief of *Neurographics*, one Chair of the Foundation of the ASNR Board of Trustees, and one Chair only of the following Committees: Research; Health Policy; Education, Fellowship Directors; Membership; Diversity and Inclusion; Young Professionals; Economics; Quality, Safety and Value; Standards and Guidelines; International Collaborations; Corporate Partnership; Website and Social Media; Evidence Based Medicine.

Voting: Each position on the Advisory Council gets 1 vote. If an individual holds more than 1 position on the Advisory Council, they cast 1 vote for each position.

Term: Advisory Council member terms turn over at the ASNR Annual Meeting. Term length follows the term of their position held.

The Advisory Council will provide support to the ASNR Board of Directors in fulfilling the ASNR strategic plan, including:

- Strategic Goal 1: Enhance ASNR's role as the leader in neuroradiology.
- Strategic Goal 2: Deliver relevant and timely education and information that is relevant to the practice of neuroradiology.
- Strategic Goal 3: Recognize and promote neuroradiology as vital to quality patient care.
- Strategic Goal 4: Promote ASNR and the Foundation's neuroradiology research efforts to support established strategic initiatives.
- Shall vote to select a slate of nominees (submitted by the Nominating Committee) to elect officers of the Society, voted on by the Senior.
- Shall approve Subspecialty Group representation to the Advisory Council. Subspecialty Group representation shall consist of one voting representative to the Advisory Council of the ASNR, or their alternate from each Subspecialty Group. A Subspecialty Group's representation may be reviewed as needed by the Advisory Council and will be routinely reconsidered every 3 years.
- Shall vote to select award winners recommended by the ASNR Awards Committee (Gold Medal, Honorary Member, and the Foundation of the ASNR Outstanding Presentation Award).

Annual Advisory Council Timeline

November

- Advisory Council Meeting at RSNA
- Participate in vote for Vice President

January

- Virtual Advisory Council Meeting
Participate in vote for other Board of Directors positions

February

- Virtual Advisory Council Meeting

May

- In-Person Advisory Council Meeting

Summer

- Virtual Advisory Council Meeting

Ad Hoc AI

Staff Liaison: Colleen Will, Senior Coordinator, Education

Purpose: The Ad Hoc AI Committee's primary purpose is to foster the development, expansion, and maintenance of AI programs and initiatives.

Continuing Goals:

- Develop educational programming to train neuroradiology residents, fellows, and clinicians in AI by contributing to programming at regional, national, and international meetings.
- Continue to program and host an annual AI workshop.
- Develop on-line webinars in AI.
- Align with other societies in AI initiatives such as AI challenges.

Time Commitment: The committee shall hold conference calls as needed and meets in-person twice annually.

Current Programs/Projects:

1. Organizing and executing the annual ASNR/ASFNR AI Workshop.
2. Submitted publications on AI fairness, AI with respect to levels of evidence, and AI workshop evaluation. These publications are currently pending.
3. Organizing and implementing the AI Summit event

Committee Timeline:

May

- First portion of ASNR/ASFNR AI Workshop conducted in coordination with the ASNR Annual Meeting

October

- Second portion of ASNR/ASFNR AI Workshop conducted in coordination with the ASFNR Annual Meeting

Audit

Staff Liaison: Tanya Kostova, Director of Finance

Purpose: The primary purpose of the audit committee is to provide an annual review of the accounts of the Treasurer.

Continuing Goals:

- Retains a certified public accountant for the purpose of auditing and certifying the annual report of the Treasurer.
- Reviews the annual draft audit report before it is being issued.

Time Commitment: The committee holds a virtual meeting once a year and shall hold additional conference calls as needed.

Makeup: The Audit Committee shall consist of the Secretary and three Senior Members. The Treasurer is not eligible for membership on the Audit Committee

Current Programs/Projects:

1. Reviewing and approving annual draft audit report

Committee Timeline:

June

- Review the annual draft audit report

Awards

Staff Liaison: Karen Lyp, Director of Administration

Purpose: The Awards Committee shall be responsible for selecting and proposing award candidates for consideration by the Advisory Council, in accordance with the Constitution. The Awards Committee shall be responsible for recommending to the Advisory Council, on a yearly basis, recipients of the Gold Medal Award, Honorary Member Award, the Outstanding Contributions in Neuroradiology Education Award, and the FASNR Outstanding Contributions in Research Award.

Makeup: The Committee will consist of the chair (First ASNR Past President), current ASNR President, two ASNR Past Presidents, two previous Gold Medal recipients, and one Member-at-large.

Continuing Goals:

- The Awards Committee shall be responsible for selecting and proposing award candidates for consideration by the Advisory Council, in accordance with the Constitution.
- The Awards Committee shall be responsible for recommending to the Advisory Council, on a yearly basis, recipients of the Gold Medal Award, Honorary Member Award, the Outstanding Contributions in Neuroradiology Education Award, and the Outstanding Contributions in Research Award.

Time Commitment: The Awards Committee meets once a year in the fall.

Current Programs/Projects:

1. **Gold Medal Award** – The Gold Medal is intended to foster the highest standards of the American Society of Neuroradiology, recognizing exceptional service and achievement. The Gold Medal is awarded on the basis of both professional and personal excellence, honoring individuals who are superb neuroradiologists, scientists, and/or physicians, and who also are truly outstanding people. Recipients will have consistently extended themselves beyond self-interest to make contributions that have benefited our entire field of neuroradiology.
2. **Honorary Member Award** – Nominees should be individuals (other than those holding ASNR Senior or ASNR Member status), who have made extraordinary contributions to the field of neuroradiology.
3. **Outstanding Contributions in Neuroradiology Education Award** – The Outstanding Contributions in Neuroradiology Education Award recognizes individuals who have demonstrated consistent excellence and lifelong accomplishment in the field of teaching and education.
4. **Outstanding Contributions in Research Award** – This award recognizes individuals who have demonstrated consistent excellence and lifelong accomplishment in basic or clinical neuroscience research, particularly funded research from the NIH, NSF, March of Dimes, etc.

Committee Timeline:

Summer

- Begin planning for next annual awards:
 - o Gold Medal Award
 - o Honorary Member
 - o Outstanding Contributions in Neuroradiology Education Award
 - o Outstanding Contributions in Research Award
- Call for nominations to all members via the ASNR (September) E-news.
- Include in ASNR weekly update (September)
- Call for nominations-individual e-blast.

- Social Media

Fall

- Call for nominations to all members via the ASNR (October) E-news.
- Include in ASNR weekly update (October)
- Call for nominations-individual e-blast (reminder)
- Social Media (reminder)
- Committee Meeting (select recipients)
- Advisory Council Meeting during the RSNA meeting (recipient approval)

Winter

- The Award Committee Chair congratulates recipients.
- Congratulation letters sent to the award recipients.
- Post an announcement on ASNR website/social media re: award recipients.
- Order awards

Annual Meeting (May)

- Awards Presentation at President's Appreciation Dinner

Evidence Based Medicine

Staff Liaison: Theresa Espinosa, Manager, Foundation & Research

Purpose: The Evidence Based Medicine Committee encourages and promotes the application of sound clinical research methods in neuroradiology by offering educational sessions and hands-on assistance to prospective investigators. Additionally, the committee informs members on the rationale and methodology of performing clinical outcomes research in the field of neuroradiology.

Continuing Goals:

- Solicit speakers and topics relevant to ASNR members for inclusion in Annual Meeting.
- Volunteer as speakers for ASNR Annual Meeting
- Provide a source for coordination of multi-institutional and multi-disciplinary clinical outcomes research projects.
- Act as an interface among ASNR Advisory Council, ARR Neuroradiology Commission, and ECOG-ACRIN, encouraging neuroradiology-related projects.
- Inform Advisory Council of neuroradiology-related projects currently planned by ECOG-ACRIN.

Time Commitment: The committee will meet at least twice per year, either in-person or virtually. Additional meetings may be planned as needed.

Current Programs/Projects:

Provide content for Annual Meetings

Computer Science and Informatics

Staff Liaison: Erica Kruse, Directors of Education

Purpose: The Computer Science and Informatics Committee's primary responsibility is to advise, support and promote the ASNR education and programming that addresses the topic of computer science and informatics.

Continuing Goals:

- Plans computer science and informatics topic-based sessions for the Annual Meetings, coordinates speakers and moderator participation.
- Advises staff on hardware/software requirements for didactic sessions and workshops if needed.

Time Commitment: The committee shall hold conference calls as needed.

Current Programs/Projects:

1. **CSI Committee Programming** – The Committee plans sessions (session allocation determined by each Program Chair) annually addressing topics of computer science and informatics, with input from the Program Committee.

Committee Timeline:

Spring

- Moderator selection/invitations/confirmations
- Presentation/awards reviews

Summer

- Agenda development

Fall

- Abstract review
- Faculty selection/invitations/confirmations

Winter

- Faculty replacement invitations (as needed)

Corporate Partners

Staff Liaison: Lynn Brown, Director, Meetings & Business Development

Purpose: The Corporate Partners Committee's primary purpose is to establish and maintain partnerships between industry and ASNR. Generate and solicit funding and support from industry for year-round educational and programmatic efforts.

Makeup: The Committee will consist of the ASNR President, President-Elect, Vice President and other appointed ASNR members.

Continuing Goals:

- Identify new companies to contribute financially to ASNR offerings.
- Maintain and grow relationships with existing ASNR partner companies.
- Assist in the development of a plan and packages for support for the Annual Meeting.
- Develop new opportunities for year-round partnerships.
- Meet monthly to identify new leads, needed follow-ups and ideate on new offerings.
- Follow-up with established and new connections as identified.
- Track annual partnership goals vs. current status.

Time Commitment: The committee holds monthly conference calls and meets in-person twice annually (ASNR Annual Meeting in May and RSNA Annual Meeting in November).

Current Programs/Projects:

1. Outreach for ASNR 2024 in Las Vegas
2. Build and secure relationships with long term partners on year-round offerings and ASNR Strategic Initiatives
3. Assist with the evolution of ASNR offerings, ideas for new offerings and ideas on increasing ROI for partners.

Committee Timeline:

Summer

- Review packages and offerings for prospectus

Fall

- Begin outreach
- Conduct outreach at RSNA

Winter

- Outreach to partners

Spring

- Secure focus group attendees and assist with any needed deliverables at the ASNR Annual Meeting
- Interact face-to-face with partners at ASNR Annual Meeting in May

Diversity and Inclusion

Staff Liaison: Mary Beth Hepp, CEO/Executive Director and Rahul Bhala, Public Affairs & Health Policy Officer

Purpose: The ASNR and the Foundation of the ASNR will embrace and advance diversity throughout all their activities, in addition to active promotion of inclusion in membership, leadership, staff, research and innovation efforts, education, and annual meeting offerings for the benefit of our patients and all of neuroradiology.

Makeup: Aiming for the committee makeup to represent the diverse characteristics, talents, and experiences of ASNR members, the Diversity and Inclusion Committee shall consist of the President, chair of the FASNR, ASNR Executive Director/CEO, representatives from the Membership and Young Professionals Committees, and other ASNR members to be of value to the mission of this committee in promoting diversity, equity, and inclusion throughout the ASNR and its activities.

Recommended Committee Size: Approximately 30; subcommittees may be developed as needed such as Electronic Media, Health Equity, Corporate Outreach, Engagement and Collaboration, Research, Webinars, Annual Meeting Content, and Pipeline & Mentorship

Terms: Member 1 year, Chair and Vice-Chair 2 years. Vice-Chair ascends to Chair at end of term.

Continuing Goals:

- Programming – Create and deliver educational and online learning content on diversity and inclusion via ASNR Webinar series, Education Connection, and annual meeting sessions.
- Work to ensure a quality educational experience for ASNR Annual Meeting attendees and fair representation of diverse voices of speakers, including international speakers and attendees for whom English is a second language.
- Membership/recruitment – Promote Diversity within our broader membership and within neuroradiology in general.
- Promote Diversity in Mentorship/ASNR leadership pipeline.
- Investigate the degree to which there are under-represented groups entering our specialty and develop strategies to address those shortcomings.
- Consider how to best increase access/opportunity for the numerous talented, hard-working, and interested diverse neuroradiologists who are not currently well-connected to ASNR.

Time Commitment: The committee shall hold conference calls or in-person meeting (when available) bi-monthly and as needed.

Current Programs/Projects:

1. Diversity and Inclusion education and content planning for annual meeting
2. Webinars
3. White papers
4. Other supportive resources for other committees as needed / developed

Economics

Staff Liaison: Rahul Bhala, Public Affairs & Health Policy Officer

Purpose: The Economics Committee provides a forum for ASNR members to address coding, reimbursement, coverage concerns and represent the membership on issues related to reimbursement that are germane to neuroradiology, as policies change or new policies are developed, including reviewing and commenting on the annual Proposed and Final Rules issued by CMS. The Committee also maintains a list of references and points of contact regarding coding and provide necessary information and education regarding coding, valuation, reimbursement, and coverage to members, as necessary.

Recommended Committee Size: 30

Term: Member 1 year, Chair and Vice-Chair 2 years. The chair may be reappointed after 2-year term without any consecutive term limits. Vice-Chair ascends to Chair at end of term if agreed upon by the current HPC Chair, Economics Chair, and President-Elect. The President-Elect will consult with the current HPC Chair on Chair and Vice-Chair appointments. Vice-Chair need not be appointed if determined by the current Economics Chair, Health Policy Chair, and President Elect. Previous Chairs and Vice-Chairs may be reappointed.

Continuing Goals:

- Act as liaison to the appropriate committees and commissions in organized medicine to ensure that the concerns of ASNR members are addressed by the appropriate venues:
- AMA/Specialty Society Relative Value Scale Update Committee (RUC)
- AMA CPT Editorial Panel,
- ACR Commission on Economics,
- ACR Commission on Neuroradiology, and other ACR commissions and committees
- Centers for Medicare and Medicaid Services (CMS).
- Maintain active role in responding to the RUC's Relativity Assessment Workgroup (RAW); work with the ACR and other specialty societies to develop strategies and plans for optimal resolution to issues that are brought up by the process.
- Work with ACR and other radiology societies to evaluate neuroradiology-related codes, including the need for any CPT revision; survey and present these codes to the RUC.
- Encourage membership awareness, interest and participation in the work of the Committee, such as in presentations during the Socioeconomics Section of the Annual Meeting, submissions to AJNR, email alerts and ASNR website postings.

Time Commitment: The committee shall meet in-person at least once a year and hold conference calls as needed.

Current Programs/Projects:

1. RUC and CPT
2. Monitoring reimbursement issues

Education

Staff Liaison: Erica Kruse, Director of Education

Purpose: The Education Committee's primary responsibility is to plan, support and promote continuing medical education of ASNR members and other professionals that participate in the diverse educational activities of the Society. With oversight by the Advisory Council, the committee shall liaise with the Program, Publication and Clinical Practice Committees to plan, propose, and implement projects related to the education mission of the society.

Makeup: The Education Committee shall consist of the President, Member-at-Large, the Editor-in-Chief of *Neurographics*, a Member-in-Training, a Research Scientist Member (whenever possible), and elected ASNR members. A chair and vice chair shall serve staggered two-year terms.

Continuing Goals:

- CME Content and Education
 - In concert with the appropriate subspecialty groups, explore the feasibility and desirability of developing workshops that would serve to develop the skills of our members in areas such as stroke diagnosis and therapy, spine interventional procedures, and other areas of cutting-edge interventional procedures.
 - Create content for Annual Meeting sessions as directed by the Annual Meeting Program Committee.
- Website and Technology Support of ASNR CME
 - In cooperation with the CPC, further develop educational components of the ASNR website.
 - Continuously revise and refresh the Neuroradiology Core Education (formerly Neurocurriculum Live) content on the ASNR website.
 - The Education Committee will be the parent oversight body for subcommittees focused on CME and technology systems.
 - Advance the CME and other educational components of the ASNR's web offerings.
- Promotion of ASNR CME Initiatives
 - The Education Committee and the Program Committee will work in consort with the presidential appointee and liaison to the ACCME.
 - Work with the Clinical Practice Committee to develop public relations materials to enhance the image of ASNR.

Time Commitment: The committee shall hold quarterly conference calls and in-person meetings as needed.

Current Programs/Projects:

1. **Education Committee Programming** – The Committee plans 3-4 sessions annually focused on adult brain content and novel educational learning trends/techniques (final session allocation determined by Program Chair).
2. **CME Content Review** – The Committee regularly reviews live session plans and online content for approval and/or renewal. This review results in products such as the Best of ASNR Annual Meeting curated video packages and content for the Neuroradiology Core Education Video Series.
3. **Neuroradiology Core Education Video Series** (formerly Neurocurriculum Live) – The Committee creates and reviews content for this online video series, which is targeted to residents and international learners looking for general neuroradiology educational content.
4. **ACCME Accreditation** – Members of this committee participate in the reaccreditation application process with the ACCME every four years, as well as annual reviews and documentation required for compliance.

Committee Timeline:

Spring

- Final review for Annual Meeting sessions
- Review online content for annual renewals.
- Finalize yearly webinar schedule.

Summer

- Review videos from the Annual Meeting for online posting, highlights, Neuroradiology Core Education videos, etc.
- Annual Meeting session agenda development

Fall

- Annual Meeting session agenda/faculty/moderators final planning

Winter

- ACCME Reaccreditation Review (applicable years)

Ongoing

- Neuroradiology Core Education Video Series
- Webinar/Online Content Validity Review

Fellowship Directors

Staff Liaison: Lynn Jacobsen, Senior Coordinator, Member Services

Purpose: The Fellowship Directors Committee's primary responsibility is to advise, support and promote the ASNR strategic initiatives, education and programming that addresses the needs of fellows in neuroradiology.

Makeup: The Fellowship Directors Committee shall consist of ASNR members who are Directors of Neuroradiology fellowship programs, and ASNR members who are members of the Radiology Review Committee and Board of Trustees of the American Board of Radiology, to ensure appropriate communication.

Continuing Goals:

- Oversees related education and programming, including Fellowship Core Curriculum, Fellowship Online Curriculum Task Force, Training Standards, Core Competencies, Procedural Competencies, ACGME Accreditation Issues, and a Trainee Section.
- Address issues that directly affect training programs.

Time Commitment: The committee meets virtually twice a year, more, if necessary, to discuss updates and resources for fellowship program directors. Involvement in Fellowship Online Curriculum Task Force includes reviewing lectures from the ASNR annual meeting and meeting virtually 2-3 times between May and August with their assigned subspecialty task force.

Current Programs/Projects:

1. Neuroradiology Fellowship Curriculum
2. Neuroradiology Fellowship eNews
3. Fellowship Directors Teams Chat
4. Fellowship Directors Mentor/Mentee in person & online programs
5. Annual neuroradiology fellow membership recruitment campaign

Committee Timeline:

January

- Neuroradiology Fellowship eNews

March

- Neuroradiology Fellowship eNews
- Mentor/Mentee program

April

- Fellowship Directors Committee meeting
- Neuroradiology Fellowship Curriculum task force finalized.

May

- Annual all Fellowship Directors in person meeting
- Neuroradiology Fellowship eNews
- Review of Neuroradiology Fellowship Curriculum begins.
- Annual neuroradiology fellow membership recruitment campaign begins.

July

- Neuroradiology Fellowship eNews

September

- Review of Neuroradiology Fellowship Curriculum completed.
- Neuroradiology Fellowship eNews

November

- Fellowship Directors Committee meeting
- Neuroradiology Fellowship eNews
- Mentor/Mentee program

Financial Management

Staff Liaison: Tanya Kostova, Director of Finance

Purpose: The Financial Management Committee's purpose is to monitor the financial activity of the ASNR as it compares to the approved budget and to review the investment portfolio performance to re-assess the investment strategy of the ASNR

Makeup: The Committee will be chaired by the Treasurer, and will include the President, President-Elect, Vice President, Secretary, most recent Past-President, Fundraising Co-Chair of the Foundation, Chair of the Publications Committee, the Audit Committee Chair, ASNR Executive Director/CEO and ASNR Director of Finance. There may be up to four additional Senior members of the ASNR appointed by the Treasurer, each of whom will serve for a one-year term.

Continuing Goals:

- To provide overall financial stewardship of the ASNR, and to monitor the performance and management of its investment portfolio.
- To reassess the investment strategy of the ASNR, considering changing economic conditions, and to participate in conference call at mid-fiscal year (July) to review strategy.
- To recommend potential expenditures from ASNR financial resources to effectively implement the strategic plan (i.e. donations to the Foundation of the ASNR, support for educational programs, encouragement of research efforts, etc), and to monitor their distribution with respect to available financial resources (level of solvency of the ASNR).
- To annually assess the fee structure of the Annual Meeting and dues for membership in the Society.
- To annually review the operating budget with ASNR staff to discover opportunities for savings.
- To summarize and report findings bi-annually to the Board of Directors through the Treasurer, at the ASNR Annual Meeting and the ASNR Executive Committee Meeting at RSNA.

Time Commitment: The committee holds quarterly virtual meetings.

Current Programs/Projects:

1. Review quarterly financials
2. Review projections and budget and make recommendations to the Board for approval

Committee Timeline:

January

- Review prior year-end financials and investment portfolio.

April

- Review first quarter financials

July

- Review first six-month financials and investment portfolio

October

- Review year-to-date actuals and year-end projections.
- Review draft budget and make a recommendation on budget to Board of Directors

Health Policy

Staff Liaison: Rahul Bhala, Public Affairs & Health Policy Officer

Purpose:

The Health Policy Committee shall be responsible for promoting the socioeconomic clinical practice of neuroradiology by conveying clinical practice information to Society members and addressing issues impacting clinical practice at the legislative and administrative levels of government.

Makeup:

The composition of the health policy committee is by assignment only. The following positions will be placed on the HPC:

- HPC Chair
- HPC Vice Chair
- ASNR President
- President-Elect
- Private Practice Member-at-Large
- Economics Chair and Vice-Chair
- Quality, Safety & Value Chair and Vice-Chair
- Standards & Guidelines Chair and Vice-Chair
- Past Health Policy Committee Chair
- ACR Neuro Comm. Liaison
- CPT Primary Advisor
- CPT Alternate Advisor
- RUC Primary Advisor
- RUC Alternate Advisor
- Past RUC/CPT Advisor(s)
- ACR Councilor
- ACR Alternate Councilor
- AMA Delegate
- AMA Delegate
- MAC Advisor
- Consultant(s)
- SENRS Rep
- WNRS Rep
- ASHNR Rep
- ASSR Rep
- ASFNR Rep
- ENRS Rep
- Staff Liaison

Terms: Member 1 year, Chair and Vice-Chair 2 years. The chair may be reappointed after 2-year term without any consecutive term limits. Vice-Chair ascends to Chair at end of term if agreed upon by the current HPC Chair, Economics Chair, and President-Elect. The President-Elect will consult with the current HPC Chair on Chair and Vice-Chair appointments. Vice-Chair need not be appointed if determined by the current HPC Chair and President Elect. Previous Chairs and Vice-Chairs may be reappointed.

Continuing Goals:

- Collaborate with other societies, government legislative and regulatory entities as well as payors, on issues pertinent to neuroradiology practice, to advance quality care and optimum practice environment, as well as appropriate reimbursement.
- Maintain active role in representing neuroradiology by being active in the AMA advisory capacities on the CPT Editorial Panel, RUC and PCPI. Develop and advance new neuroradiology CPT codes, when appropriate.
- Maintain active role in responding to the RUC's Relativity Assessment Workgroup (RAW); work with the ACR to develop strategies and plans for optimal resolution to issues that are brought up by the process.
- Continue active participation in national, local, and 3rd-party payor coverage policy efforts; and provide appropriate input as new policies are proposed.
- Review positions held on ACR Neuroradiology Commission and other ACR Commissions and Committees, and provide ASNR candidates for all positions appropriate for neuroradiology.
- Promote the ASNR caucus through state chapter counselors.
- Explore Quality and Appropriateness issues, and their impact on neuroradiology.
- Continue development and input into Practice Guidelines and Technical standards, and any other position papers influencing the practice of neuroradiology.
- Keep the ASNR Advisory Council and Research Committee aware of key reimbursement issues. Consult with the Research Committee and Foundation to solicit participation regarding research directions/projects related to the socioeconomic issues.
- Assist staff in maintaining advocacy and practice guidelines webpages.

Time Commitment: The committee meets in-person at least once a year and holds conference calls as needed.

Current Programs/Projects:

1. Monitoring policies that affect neuroradiology

International Collaborations

Staff Liaison: Karen Lyp, Director of Administration

Purpose:

The International Collaborations Committee's purpose is to review, coordinate, and develop international collaborative initiatives designed to raise the awareness and stature of the ASNR throughout the world and to foster global education and collegiality among the global neuroradiology community.

Makeup:

The International Collaborations Committee shall consist of the ASNR President, Treasurer, chair of the Education Committee, the Presidents (or their delegates) of the subspecialty societies, as well as the ASNR Executive Director/CEO or their delegate, and additional committee members as needed.

Continuing Goals:

- Build enduring relationships centered on neuroradiology education and collaboration with radiology/neuroradiology societies around the world.
- Advise the Board of Directors on matters related to international imaging collaborations and establish priorities and related budgets for international efforts.
- Connect with other societies outside of the US to identify and evaluate collaborations.
- Administer the Anne G. Osborn ASNR Outreach Professor Program ("Osborn Professorship"), a volunteer program available to ASNR Senior members who are interested in teaching in person in developing countries. The main objective of the program is to teach and facilitate the exchange of knowledge.
- Administer the ASNR International Imaging Series. International Imaging Series are two- to three-day educational events held on a range of neuroradiology topics. Most of the speakers are Senior ASNR members, chosen for their expertise and teaching skills.
- Identify virtual educational opportunities (such as virtual case conferences, virtual didactic lectures and virtual neuroradiology mentorship) for international neuroradiology collaborations.

Time Commitment:

The committee meets virtually twice a year or more as needed.

Current Programs/Projects:

- Anne G. Osborn ASNR International Outreach Professor Program
- ASNR International Imaging Series
- ASNR International Virtual Activities

Committee Timeline:

August

- Osborn Professorship call distributed

September

- Osborn Professorship application deadline

November

- Osborn Professors, International Imaging series decisions made

Membership

Staff Liaison: Lisa Kennelly, Director of Member Services

Purpose:

The purpose of the Membership Committee is to provide recommendations on membership recruitment, onboarding, engagement, and retention strategies; membership categories/types and the membership value proposition.

Makeup:

The Membership Committee shall include the President, Secretary, Chair, Vice Chair, a Member-in-Training, Research Scientist Member and Private Practice Member (whenever possible), and other members in good standing as appointed.

Continuing Goals:

- Works with staff in generating ideas, creating and reviewing strategies and plans for recruiting and retaining members and increasing membership value. Increase membership by targeting Members-in-Training, Research Scientists and Neuroradiologists in Private Practice.
- Review applications for applicants who do not meet membership requirements.
- Consider changes in the Constitution needed to reflect the changing needs of the Society and its membership and make recommendations to the Rules Committee on such matters.
- Utilize data obtained from Members and Non-Members through market research company's interviews, focus groups and questionnaires to make informed and viable recommendations pertaining to members.

Time Commitment:

The committee holds conference calls twice a year and as needed.

Current Programs/Projects:

1. Review current membership types and categories and make recommendations to the Board for any revision

Nominating

Staff Liaison: Mary Beth Hepp, CEO/Executive Director

Purpose: The Nominating Committee's primary purpose is to select the best candidates to fill open positions in the ASNR.

Makeup: The Nominating Committee shall consist of six elected Senior Members, each with a two-year term. Other members are the President-Elect, Vice President, two Past Presidents, and ASNR Executive Director/CEO (ex-officio, non-voting member)

Continuing Goals:

- Advises the President on leadership appointments.
- Perform duties in accordance with Article VIII, Article XI and Article XIII of the Constitution.

Time Commitment: The committee shall hold conference calls as needed.

Committee Timeline:

December

- The nominating committee meets virtually.

January

- A call for Nominations notice is sent to all members.
- The Nominating Committee reviews the list of nominees.

February

- The Nominating Committee meets virtually to discuss the nominees for Vice President.
- The Nominating Committee chair contacts each Vice-Presidential nominee for their willingness to place their name in candidacy.
- The Nominating Committee chair contacts each Treasurer/Secretary/Member-at-Large candidate post-election with the results.
- The Nominating Committee meets virtually at the end of the month to discuss the nominees for the Treasurer/Secretary/Member-at-Large.

March

- The Nominating Committee chair contacts each Vice-Presidential candidate post-election with the results.
- The Nominating Committee meets virtually to discuss the nominees for the Nominating Committee.

April

- The Nominating Committee chair contacts all other candidate post-election with the results.

Program

Staff Liaison: Lynn Brown, Director, Meetings & Business Development

Purpose: The Annual Meeting Program Committee's primary purpose is to create, provide and direct the annual meeting vision, content and attendee experience that best meets ASNR membership needs.

Makeup (per constitution): The Program Committee shall consist of the President, President-Elect (who shall serve as chair), Vice President, the Editor-in-Chief of the *AJNR* (or a designated associate editor), chair of the Education Committee, representatives from Subspecialty Groups, a Member-in-Training, a Research Scientist Member (whenever possible), and other members in good standing as appointed.

Continuing Goals:

Committee Chair:

- Selects Program Committee members and appoints director roles.
- Provides leadership and direction to the Program Committee throughout the planning process.
- Works with ASNR staff in creating Annual Meeting theme.
- Creates Annual Meeting Symposium theme and content (topics and speakers)
- Selects keynotes and special sessions as needed.

Committee:

- Liaisons with assigned groups on content curation for assigned sessions; including focus sessions, abstract presentations and special sessions.
- Oversees the Call for Abstracts & Proposals; recruitment, reviews, final selections of all oral presentations, posters and exhibits.
- Assists in recruitment of speakers and moderators (as needed)
- Reviews and provides feedback to submitted session proposals.
- Works with staff in establishing and providing speaker/moderator requirements and guidelines.
- Scheduling of group content in conference program.
- Assists ASNR in acquiring speaker deliverables according to established timeline.
- Generates ideas for keynotes, attendee interaction (both online and virtual), social activities and networking.

Time Commitment: The committee holds monthly conference calls and meets in-person 1-2 times annually.

Diversity and Inclusion Program Checklist

When looking at the breadth and depth of your potential education event contributors (speakers, moderators, poster presentations, etc.), based on your general knowledge, is there diverse and inclusive representation in the following areas:

- Geographical, including international representation.
- Institutional (i.e. not only from the same academic institutions)
- Gender / Gender Identification
- Age
- Minorities; race, ethnicity, culture, nationality
- Subspecialty
- Practice Environment
- Training Background / Institution

- Accommodation for all levels of abilities (wheelchair access, closed captions, etc.)

Current Programs/Projects:

1. Recruitment of Annual Meeting focus sessions
2. Review of session agendas and proposed speakers
3. Review of abstract submissions
4. Assist with review process for the Call for Abstracts
5. Form and schedule abstract sessions
6. Recruit Session Moderators
7. Assist staff with guidelines and reminders for speakers and moderators.

Committee Timeline:

Summer

- Kickoff planning process
- Recruit focus sessions and work on call for abstracts

Fall

- Review session proposals, speakers for duplicates and diversity needed.
- Schedule sessions

Winter

- Abstract review process.
- Form abstract sessions.
- Recruit moderators for all sessions.

Spring

- Assist with speaker and moderator cancellations,
- Any onsite needs for ASNR annual meeting,
- Act as hosts for ASNR Annual Meeting in May

Quality, Safety & Value

Staff Liaison: Rahul Bhala, Public Affairs & Health Policy Officer

Purpose: The purpose of the committee is to promote quality in neuroradiology. The committee participates, monitors, and provides guidance regarding quality, safety, and value-based programs.

Recommended Committee Size: 25

Term: Member 1 year, Chair and Vice-Chair 2 years. The chair may be reappointed after 2-year term without any consecutive term limits. Vice-Chair ascends to Chair at end of term if agreed upon by the current HPC Chair, current QSVC Chair, and President-Elect. The President-Elect will consult with the current HPC Chair on Chair and Vice-Chair appointments. Vice-Chair need not be appointed if determined by the current QSVC Chair, current HPC Chair and President Elect. Previous Chairs and Vice-Chairs may be reappointed.

Continuing Goals:

- Shall develop utilization and appropriateness review and monitoring methodologies.
- Shall monitor various quality initiatives as well as reimbursement for the quality initiatives (such as pay-for-performance) to assure proper reporting mechanisms for Neuroradiology.
- Shall review lists of diagnosis codes (ICD) that are appropriate for billing and ultimately coverage of neuroradiology CPT codes.
- Shall be responsible for disseminating information and education of membership regarding the developments and work of the subcommittee.

Time Commitment: The committee meets in-person at least once a year. The committee shall hold conference calls as needed.

Current Programs/Projects:

1. Ditch the Disk initiative.
2. Monitoring quality initiatives

Research

Staff Liaison: Rahul Bhala, Public Affairs & Health Policy Officer and Theresa Espinosa, Manager, Foundation & Research

Purpose: The Research Committee shall be responsible for fostering research in neuroradiology, for overseeing researchers and research activities funded by or through the Society. As directed by the Advisory Council, the Research Committee shall be responsible for supervising and judging the application or competition for grants and prizes bestowed by the Society that are research related. The Research Committee shall recommend recipients to the Foundation Board of Trustees, which must approve all grants and monitor the progress of funded individuals or proposals as appropriate.

Makeup: The Research Committee shall consist of the ASNR President, Third Past President, Co-Chair of the FASNR, and two co-chairs holding either Senior Member or Research Scientist Member status. One co-chair shall be an MD or DO, and the other a PhD (or MD, PhD). The committee shall include the previous co-chairs, a Member-in-Training, other ASNR members appointed by the President or their delegate, and other individuals judged to be able to provide valuable expertise. The co-chairs shall serve for a staggered three-year term. Committee members shall serve 1 -year terms. The Research Committee shall be responsible for fostering research in neuroradiology and for overseeing researchers and research activities funded by or through the Society or FASNR.

Continuing Goals:

- Support collaboration amongst basic science (Ph.D scientists) and clinical research (MD scientists) in the Society for educational and research opportunities.
- Develop a strategy for increasing NIH funding for neuroradiology-oriented projects.
- Provide educational and other support activities to encourage research by ASNR members.
- Develop initiatives to enhance the value of the Annual Meeting for neuroimaging investigators, Have and attract their participation.
- Develop a strategy that encourages good quality submissions to the AJNR and to the Foundation-sponsored grants.
- Revise Foundation grant guidelines to enhance greater participation in the wide range of experience of ASNR members.
- Make recommendations to the Foundation regarding the support of research, including specific projects, through Foundation funding of the ASNR.
- Maintain documentation on all current and former funded projects through the Foundation.
- Update and maintain the Research Committee website, such that it is a useful tool for Society members seeking information regarding neuroradiology research.
- Fosters relationships with external organizations in order to advise, recommend, and support clinical trials that assess neuroradiology techniques or procedures.
- Foster collaboration with external organizations and societies.
- Foster health services research in neuroradiology by collaborating with the Committee for Evidence Based Medicine.).
- Have knowledge of NIH agencies which support neuroradiological research, so as to influence submissions of RFAs and RFPs.

Time Commitment: The committee shall hold conference calls as needed. This is at least 2 times per year.

Current Programs/Projects:

1. Review of grant submissions for Foundation Grant Program and the Trainee Research Grant in Neuroradiology.
2. Review of manuscripts for the selection of the Cornelius G. Dyke Memorial Award.
3. Provide Reviewers for the joint Alzheimer's Assoc./Foundation of the ASNR Imaging Research Grant in Alzheimer's and Neurodegenerative Diseases.

Committee Timeline:**January-February**

- Review Foundation Grant Program submissions

March

- Review manuscript submissions for Dyke Memorial Award

September

- Review Imaging Research Grant submissions

October

- Review Trainee Research Grant submissions

Standards and Guidelines

Staff Liaison: Rahul Bhala, Public Affairs & Health Policy Officer

Purpose: The Standards and Guidelines Committee's primary purpose is to develop and edit practice guidelines and technical standards and is responsible for coordinating activities with ACR Committee on Practice Parameters.

Recommended Committee Size up to: 35

Term: Member 1 year, Chair and Vice-Chair 2 years. The chair may be reappointed after 2-year term without any consecutive term limits. Vice-Chair ascends to Chair at end of term if agreed upon by the current SGC Chair, current HPC Chair, and President-Elect. The President-Elect will consult with the current HPC Chair on Chair and Vice-Chair appointments. Vice-Chair need not be appointed if determined by the current SGC Chair, current HPC Chair and President Elect. Previous Chairs and Vice-Chairs may be reappointed.

Continuing Goals:

- Review and revise guidelines produced by the following subspecialty societies- ASFNR, ASHNR, ASPNR, ASSR, and SNIS, through specialty society representation on the subcommittee.
- Review any external practice guidelines documents and participating in related activities.

Time Commitment: *The committee meets in person at least once a year. The committee shall hold conference calls as needed.*

Current Programs/Projects:

1. Participation in Practice Parameters
2. White Papers

Website and Social Media

Staff Liaison: Kristy Schlossberg, Director of Marketing

Purpose: The Website and Social Media Committee's primary purpose is to provide ideas and input on projects related to the website and social media of ASNR and AJNR. The committee also works with ASNR staff in optimizing ASNR's presence and image on various social media channels and on the internet.

Committee Makeup: The Website and Social Media Committee is made up of the chair, vice chair, regular members, and the social media editors (ASNR Twitter, Instagram, LinkedIn, Facebook) and ASNR Case of the Week Twitter Editors who help the committee achieve its goals.

Committee Terms:

- Chairs and vice chairs serve two-year terms. On completion of the term of the chair, the vice chair ascends to the position of chair. Vice chairs are appointed by the ASNR vice president with input from the outgoing chair and vice chair.
- Regular members serve one-year terms.
- ASNR social media editors and ASNR Case of the Week Twitter Editors serve two-year terms, beginning on January 1. Social media editors and ASNR Case of the Week Twitter Editors apply for their positions during an open call during the summer/fall prior to the beginning of their term. They are not required to be current committee members. Once editors apply for, and are accepted into their position by the committee, the editors are added to the committee for the duration of their service.

Committee Size: 20-25 people

Continuing Goals:

- Works with ASNR Staff in overseeing the social media editors who help manage social channels.
- Provides advice to inform the social media and website strategies developed.
- Assists with social media outreach.
- Builds and maintains relationships with social media influencers in the community and promote initiatives from other ASNR subcommittees.
- Explores opportunities to improve the ASNR website and both the AJNR and ASNR social media platforms and considers new digital avenues that could benefit the ASNR.
- Works with ASNR staff in creating website redevelopment plans aligned with leadership funding allocation.

Time Commitment: The committee shall hold at least two meetings annually, one scheduled around the ASNR Annual Meeting and one scheduled around the RSNA Annual Meeting. The committee will also hold conference calls as needed.

Current Programs/Projects:

1. **ASNR Twitter Case of the Week:** Interesting and educational cases submitted by the public and managed by ASNR COTW Editors. Posted weekly to Twitter and archived on the ASNR website. One case chosen each year as the COTW winner by impressions. Submitting author wins free registration to upcoming annual meeting.
2. **Drive traffic to ASNR website via social media:** Continue to include links in social posts. Include links in COTW to ASNR website.
3. **Establish a go-to contact on key ASNR committees** (Education, Diversity and Inclusion, Young Professionals, etc.) in order to assist those committees with outreach and awareness of their initiatives. *Launching as a new goal for 2023-2024 committee*

4. **Annual Meeting social media strategy:** Set each year via conference call prior to each annual meeting. Committee members participate and offer suggestions and strategies on how to best promote and help amplify the live meeting on social media.

Committee Timeline:

Spring

- Conference call to plan Annual Meeting social media activities.
- ASNR Annual Meeting Committee Meeting

Summer

- Begin recruitment for ASNR COTW Editors and ASNR/AJNR social media channel editors.

Fall

- Applications for ASNR COTW Editors and ASNR/AJNR social media channel editors due
- Applications for ASNR COTW Editors and ASNR/AJNR social media channel editors reviewed by committee leadership.
- RSNA Annual Meeting Committee Meeting

Winter

- COTW and channel editors begin their positions on January 1

Young Professionals

Staff Liaison: Kristi Friedrich, COO/Associate Executive Director

Purpose: The Young Professionals Committee's primary purpose is to advise and support residents and medical students interested in Neuroradiology and create society resources to serve and recruit ASNR young professionals.

Makeup: The Young Professionals Committee shall consist of representatives who are fellows in neuroradiology fellowship programs, who are current ASNR Members in Training, as well as former fellows who graduated in the prior 5 years and are active members of ASNR.

Continuing Goals:

- Identify and serve the interests of young professionals in the Society.
- Improve communication between the Society's leadership and young professionals.
- Plan focused educational sessions at the Annual Meeting tailored to the needs of young professionals.
- Improve dissemination of information to young professionals in the Society.
- Facilitate social networking opportunities for young professionals.

Time Commitment: The committee shall hold virtual meetings approximately four times per year.

Current Programs/Projects:

1. **Annual Meeting Young Professional Society (YPS) programming** – The YPC plans three (3) sessions annually geared toward physicians within their first five years of practice for the ASNR Annual Meeting
2. **YPS Mentoring Session/Reception** – The YPC plans a “speed-dating” style mentoring session and reception in which various experts share information on topics of interest with young professionals at the ASNR Annual Meeting
3. **Longitudinal Mentor Program** – The YPC recruits and pairs mentors and mentees for year-round mentoring relationships.
4. **Medical Student Tour Program** – The YPC plans and guides medical students on free half-day tours of the ASNR Annual Meeting
5. **YPS Newsletters** – The YPC composes and distributes a newsletter geared toward young professionals 3-4 times per year.
6. **Pearls from the Pros** – YPC members interview accomplished ASNR members and publishes these within the newsletter and on the website.
7. **Webinar Program** – The YPC plans and moderates webinar programming geared to young professionals
8. **Website** – The YPC hosts a page on the website populated with information of interest to young professionals.
9. **AMA House of Delegates Fellow/Resident Representative** – The YPC assists with the application process and representative selection process.
10. **Specialty/Regional Liaison Program** – The YPC annually solicits a liaison from each specialty and regional society to encourage sharing of information and programming for young professionals.

Committee Timeline:

Spring

- Committee Meeting
- Longitudinal Mentor & Mentee Recruitment
- Longitudinal Mentor Program Pairing and Connection
- Medical Student Tour Applications

- YPS Newsletter

Annual Meeting (May)

- YPS Session Presentations
- YPS Mentoring Session/Reception
- YPS Medical Student Tours
- Committee Meeting

Summer

- YPS Newsletter
- Begin planning for next annual meeting YPS programming.

Fall

- YPS Newsletter
- Begin planning for next annual meeting Mentor Session/Reception
- Selection cycle for AMA House of Delegates Fellow/Resident representative
- Committee Meeting

Winter

- YPS Newsletter
- Committee Meeting

Committee:	
Chair/Co-Chairs:	
Staff Liaison:	
Date:	
ADVISORY COUNCIL INFORMATIONAL ITEMS	
Goals:	
Past Year's Accomplishments:	
Issues:	
Near-Term Plans:	
Advice for Board of Directors:	

Board – Committee Report Form

Committee:	
Chair/Co-Chairs:	
Staff Liaison:	
Date:	
<input type="checkbox"/> Action Requested <input type="checkbox"/> Informational Only	
RECOMMENDATIONS TO THE BOARD	
Description:	
Action/Decision Requested:	
Supports ASNR Strategic Goal, Objective, or Society Pillar (<i>check 1 or more</i>): <input type="checkbox"/> Research <input type="checkbox"/> Education <input type="checkbox"/> Governance <input type="checkbox"/> Advocacy <input type="checkbox"/> ASNR as Leader <input type="checkbox"/> Patient Care	
BOARD INFORMATIONAL ITEMS	
Goals:	
Accomplishments:	
Issues:	
Near-Term Plans:	
Resources needed:	

ASNR Board of Directors Action Report

Title of Action

Date:

Submitted By:

Recommendation:

Justification:

Timeline:

Financial Impact:

Approve Not Approve Approve with conditions