

INTERNATIONAL SKELETAL SOCIETY COMMITTEE CHARGE

The standing committees of the Society shall be as follows:

1. Archive and History Committee
2. Audit Review Committee
3. Awards Committee
4. Committee on Grants
5. Convention Planning Committee
6. Electronic Exhibit Committee
7. Intersociety Liaison Committee
8. Liaison Committee
9. Membership Committee
10. Members Meeting Program Committee
11. Outreach Committee
12. Prize Committee
13. Refresher Course Committee
14. Refresher Courses Promotion Committee
15. Rules Committee
16. Sponsorship Committee

1. Archive and History Committee

Committee Charge: The historical committee shall work with the Society's management group to ensure that all significant Society documents are accurately collected, organized, and archived safely and redundantly. This includes a list of past Presidents, annual Society meeting dates and locations, annual Society meeting programs, annual Society meeting minutes, Executive Committee meeting minutes, Committee Chairs meeting minutes, liaison summary reports, award winners, official Society acknowledgments, significant correspondence, photographs, relevant recordings, Society artefacts, and other business of the Society as appropriate. They will also work with the managing company of the ISS and the website electronic committee communication and education committee to display a timeline and pertinent events related to the history of the ISS on the ISS website. The Chair or Co-Chair of the committee will ensure that the Society's management group has designated an official Society photographer to be responsible for taking photographs during the course of the annual Society meeting.

Committee Members (2-year term which may be renewable thereafter by approval of EC):

- Chairperson (aka Historian)
- Up to 5 additional members

2. Audit Review Committee

Committee Charge: The Audit Review Committee shall review the audited accounts of the Society at least once a year. The results of the review shall be reported to the Executive Committee and to

the Membership at the annual business meeting.

Committee Members (2-year term):

- One Chairperson
- Two (2) additional members

3. Awards Committee

Committee Charge: To determine and recommend awardees in the following areas:

1 The Founders' Medal:

This medal is presented in honor of the founders of the International Skeletal Society and its presidents, Harold G. Jacobson, Ronald O. Murray, and Jack Edeiken, that they may be preserved in memory for future generations.

This medal honors those who not only distinguished themselves through their outstanding dedication to the International Skeletal Society, but have further distinguished themselves by excellence in their field of science. It shall usually be awarded to not more than one person each year.

2 The Medal of the International Skeletal Society:

This medal is presented in honor of Akbar Bonakdarpour's contributions to the development of the International Skeletal Society over many years. The medal is presented to persons who have provided outstanding support to the endeavors of the International Skeletal Society. The prospective recipient of this award therefore need not be a member or an honorary member of the International Skeletal Society.

3 The Presidents' Medal:

This medal is presented in honor of all former Presidents of the Society. The medal is intended for members of the International Skeletal Society in special recognition of their outstanding scientific achievements on an international level. Candidates should not have reached their 46th birthday by the 1st of October in the year in which the award is announced.

Committee Members:

- Five (5) members, one of whom shall be appointed Chair
- Members of the Awards Committee shall not be eligible for these awards during their tenure on the Committee.

4. Committee on Grants

Committee Charge: The Committee shall review applications for travel from members of good standing and from non-members actively contributing to the annual Society meeting. Awards for travel should take into consideration the resources of the applicant, applications from developing countries, previous travel grant awarded, geographic location and proximity to the meeting site and previous travel grants awarded. In general travel grants will only be awarded once per person and the decisions of the Committee will require the approval of the Executive Committee.

Committee Members (2-year term):

- Chairperson
- Six [6] members.

5. Convention Planning Committee

Committee Charge: The Convention Planning Committee will act in an advisory capacity to the members of the Executive Committee on planning for future meetings of the Society. It will also oversee, review, and advise the convention manager. This committee will not have the power to make definitive decisions without approval of the Executive Committee.

Committee Members:

- President-Elect, who shall serve as Chairperson of the Committee
- Secretary
- Treasurer
- One member from the Americas
- One member from Europe
- One member from either Asia or Australasia
- One Member-At-Large.

6. Electronic Exhibits Committee

Committee Charge: Shall be responsible for the review and scoring of abstracts submitted for the Electronic Exhibition at the Annual Meeting. The committee shall be responsible for awarding the prize for the best e-poster and shall choose the best submissions for publication on the website.

Committee Members:

- Chairperson (appointed for 2 years)
- 5 additional members.

7. Intersociety Liaison Committee

Committee Charge: The responsibility of the Committee will be to coordinate mutually beneficial activities between the European, North American, Asian, Australian, and Japanese Societies and the ISS.

Committee Members:

- President or his nominee as chairperson
- A member of each of the following National/Regional Societies
 - European
 - North American
 - Asian
 - Australian
 - Japanese.

8. Liaison Committee

Committee Charge: This Committee, serving as a liaison between the general Membership and the Executive Committee, will receive and evaluate suggestions from the Membership, or Executive Committee, pertinent to the improvement and function of the Society. The Committee will be advisory to the Executive Committee and will transmit recommendations and Committee proceedings to the Executive Committee. This Committee will hold an open forum to enable members to directly present their views to the Committee.

Committee Members:

- President-elect, who shall serve as Chairperson
- At least four (4) other members, all appointed by the elect President- for a term of two (2) years.
- Committee composition should reflect a cross- section of the Membership regarding medical specialty, nationality, and experience.

9. Membership Committee

Committee Charge: The Membership Committee shall review all applications for membership in accordance with the provisions of Articles III and XI of the ISS by-laws to insure that they fulfill the requirements for membership. The Chairperson receives the applications for membership and presents these to the members of the Committee for their consideration.

Committee Members: - 2-year term

- Chairperson
- 6 additional members

10. Members' Meeting Program Committee

Committee Charge: It shall be the duty of the Committee to determine the character and scope of the scientific proceedings of the Members Meeting of the Society.

Committee Members:

- A Chairperson (a pathologist) – 5-year term (may be extended with EC approval)
- A Co-Chairperson (a radiologist) – 5-year term (may be extended with EC approval)
- Eight (8) members equally divided between radiologists and pathologists – term at discretion of Committee Chairperson.
- A Chairperson- elect (a pathologist) to assist the Chairperson in the preparation of at least one annual meeting prior to taking up the position as Chairperson, following the retirement of the Chair.
- Additional Co-Chairpersons may be appointed.

11. Outreach Committee

Committee Charge: Shall be responsible for arranging educational visits by members of the International Skeletal Society.

Committee Members:

- Chairperson appointed for 2 years
- Treasurer
- Pathologist
- 2 additional members
- The overall composition of the committee should aim to reflect the international scope and diversity of Society membership.

12. Prize Committee

Committee Charge: The responsibilities of the Committee are to select the best tumor paper presented at the Members Meeting of the ISS and the best tumor or tumor- like paper published in Skeletal Radiology in the preceding year for Corinne Farrell Awards, and the best case report in Skeletal Radiology in the preceding year for the Darby Memorial Prize. The funds for the Corinne Farrell Awards and Darby Memorial Prize are held in the Endowment Fund.

Committee Members:

- Chairperson of the Members Meeting
- Treasurer
- Case Report Editor of Skeletal Radiology
- Two or more additional members of the Society, at least two of whom should be female .

13. Refresher Course Committee

Committee Charge: It shall be the duty of the Refresher Course Committee to determine all aspects of the meeting. The program for the Refresher Course must be finalized no less than eight (8) months prior to the course. A Refresher Course shall be given each year following the Closed Meeting.

Committee Members (1-year term):

- Shall consist of as many members as required to help with arrangements for a particular meeting
- Appointments to the Committee may be renewed annually.
- One of the members shall serve as Chairperson.
- The Chairs of the Refresher Course Committees for the immediately preceding and subsequent meetings shall be members of the Committee
- The Radiology Co-Chair of the Refresher Course Promotion Committee shall be an ex-officio member of the Refresher Course Committee.

14. Refresher Course Promotion Committee

Committee Charge: The responsibility of the committee will be the promotion of the activities of the Society on a world-wide basis and, in particular, the Society Refresher Courses. There shall be separate Radiology and Pathology Co-Chairpersons. The Chairpersons of this Committee shall directly coordinate activities with the Secretary and Treasurer of the Society.

Committee Members (2-year term):

- Shall consist of at least twelve [12] members
- One or more additional members may be appointed to help with the promotion of a particular meeting (local contact).

15. Rules Committee

Committee Charge: The Rules Committee shall be responsible for the By-Laws and may be called upon to interpret the By-Laws when questions arise. It shall, on order of the Executive Committee, prepare and submit amendments to the By-Laws, edit and present to the members any amendments proposed by members of the Society, and may, on its own motion, preface and present to the members any amendments which it deems necessary. It shall receive all resolutions introduced by members; it may reword them or combine those having the same intent for presentation.

Committee Members:

- President
- President-Elect
- Secretary
- Three (3) non-executive committee members, who designated as Chairperson
- Chairperson serves 4 years; all other members serve 2 years.

16. Sponsorship Committee

Committee Charge: Shall be responsible for raising funds to help run the Members Meeting and Refresher Course.

Committee Members:

- Chairperson (appointed for 2 years)
- The local organizers of the next 2 meetings
- At least 6 additional members