

SAR Disease-focused Panel (DFP) Charter and By-Laws

1.1. DFP Name: Uterine and Ovarian Cancer Disease-focused Panel

1.2 Disease-focused Panel Mission and Goals:

- 1) To foster education, mentorship, networking and communication between radiologists and referring clinicians dedicated to reducing morbidity and mortality for patients with uterine and ovarian cancer.
- 2) To promote cutting edge research through multispecialty collaborations on all aspects of management of women with uterine and ovarian cancers, into order to improve outcomes in women with gynecologic cancers.
- 3) To facilitate widespread adoption of efficacious advanced imaging methods in uterine and ovarian cancer and address current practice gaps in radiologists' knowledge in the field of multi-modality uterine and ovarian imaging.
- 4) To collaborate with clinical subspecialty societies to address patient care initiatives, establish and promote best practice guidelines, and promote improved medical decision making through medical imaging for women with uterine and ovarian cancers.

SECTION 2: UOC DFP STRUCTURE AND BY-LAWS

2.1 DFP Communication Plan: The DFP will meet annually at the SAR meeting and RSNA, and virtually via conference calls and e-mails.

2. 2 Membership Structure and Requirements:

Members of the UOC DFP include Active Members of the Steering Committee, Affiliate Members, Liaisons and Consultants, defined as follows:

1. **UOC DFP Active Members of the Steering Committee:** Must be a SAR member in good standing. Active members are appointed by the UOC DFP Chair(s). To qualify as an active member, the individual must agree to actively participate within the UOC DFP, leading and producing research, educational and other DFP deliverables put forth by the UOC DFP Chair, Vice Chair and Divisional Chairs.
2. **UOC DFP Affiliate Members:** Must be a SAR member in good standing. Consultant members can join the DFP, will receive general e-mail information and will be invited to the UOC DFP meeting at the annual SAR general meeting. These members are not required to produce deliverables and are not listed on the UOC DFP website as "Active Members of the Steering Committee". Consultant members may be collaborators or co-investigators of any UOC DFP project or initiative. Consultant members may become Active Members of the Steering Committee at any time if they become Chairs of a Sub-Division or if they are leading a UOC DFP project.
3. **UOC DFP Liaisons and consultants (non-UOC DFP members):** Liaisons and Consultants are appointed by the UOC DFP Chair/Vice-Chair. These members do not need to be SAR members, although SAR membership is encouraged.

2.2 Leadership structure and by-laws:

UOC DFP Leadership includes the UOC DFP Chair and Vice-Chair, whose terms and duties are as follows:

1. **UOC DFP Chair and Vice-Chair** will serve overlapping terms over a 4 year period as depicted below:

2015	2017	2019
Person A (Chair)	Person B (Chair)	Person C (Chair)
Person B (Vice-Chair)	Person C (Vice-Chair)	Person D (Vice-Chair)

Qualifications for Vice Chair and Chair:

- Must be a SAR member in good standing and an active member of the UOC DFP steering committee or affiliate member who has been active in the DFP and delivered DFP products.

The role and responsibility of the Chair is to:

- Organize the annual UOC DFP meetings and maintain contact with the SAR DFP Oversight Committee. Maintain relations with Consultants and Liaisons.
- Lead and mentor UOC DFP members in all tasks related to Sub-divisions and project undertaking by DFP members. Expose UOC DFP members to lecturing activities and develop educational programs locally/regionally and nationally/internationally.
- Mentor the Vice-Chair in these tasks to assure a smooth transition when the Vice Chair assumes the role of Chair.
- Approve new UOC DFP Members.

The process of becoming UOC DFP Chair will be as follows:

- Incoming UOC DFP Vice-Chair will be nominated and voted in by a majority vote of the Active Members of the Steering Committee. This can occur during the SAR annual meeting or virtually, prior to the SAR annual meeting. Previous UOC DFP Chairs can be re-nominated and voted in to serve another term at a later date, if they so desire.
- The UOC DFP Vice-Chair will become the UOC DFP Chair in the beginning of their 3rd year, at which time a new Vice-Chair will be nominated, voted in and approved.

2. **UOC DFP Active Members of the Steering Committee:** The UOC DFP Chair/Vice-Chair and the Sub-Division Chairs are automatically considered Active Members of the Steering committee of the UOC DFP. Other UOC DFP members who are participating in significant projects, may be appointed to the Steering committee by the UOC DFP Chair(s).

The Steering Committee will be charged with maintaining the UOC DFP Charter and By-laws, in addition to the following roles:

- Approve the new Vice Chair of the UOC DFP
- Review projects brought forth by DFP members
- Periodically review the charter and website, and update accordingly

3. **Sub-division chair(s)** (Education, Research, Clinical Practice, On-line Resources), who will serve 2 year terms, renewable by re-appointment by UOC DFP Chair(s). The role of the Sub-division chairs is to advise the UOC DFP Chair(s) on specific topics related to education, research, clinical practice, patient education and on-line resources.

SECTION 3: SUB-DIVISIONS AND COLLABORATION WITH OUTSIDE ORGANIZATIONS

3.1: UOC DFP subdivisions

1. **Education** - Advises the Chairs on yearly educational topics. Proposes contributions to SAR educational program. Encourages and mentors UOC DFP members, particular junior faculty, to submit manuscripts and SAR workshops. Maintains the DFPs web-based educational tools.
2. **Research** - advises the Chairs on yearly research endeavors, and assists DFP members in the process for developing new research ideas, including obtaining DFP approval and helping with project design and execution.
3. **Clinical Practice/Patient Education** - Reviews and disseminates information about gynecologic imaging and the communication of salient findings for the detection, diagnosis, and staging of uterine and ovarian cancer.
4. **Social Media/On-line resources** - Advises the UOC DFP Chair(s) regarding on-line resources; maintains the SAR UOC DFP website; maintains the SAR UOC DFP Facebook and Twitter accounts

3.2: UOC DFP collaborations with outside organizations

1. **ACR Women Imaging Panel Appropriateness Criteria**
Purpose: Contributes to the development of imaging guidelines for gynecological cancers to assure there is open communication between any ACR committee focused on Women's Imaging and the UOC DFP. To provide a pipeline of experts to the ACR WI Panel.
2. **ACR O-RADS Committee**
Purpose: Contributes to the development of imaging guidelines for ovarian lesion characterization to assure there is open communication between any ACR O-Rads committee and the UOC DFP.
3. **Women's Pelvic Imaging group (ESUR)**
Purpose: Contributes to the development of multi-modality imaging guidelines for gynecological imaging and fosters collaborative research.