

**THE ROYAL AUSTRALIAN AND NEW ZEALAND
COLLEGE OF RADIOLOGISTS
SPECIAL INTEREST GROUPS**



The Royal Australian
and New Zealand
College of Radiologists*

TERMS OF REFERENCE

*The **terms of reference** are guided by College policies and procedures including the Special Interest Group Manual and College Governance requirements.*

Name	Breast Interest Group- Faculty of Radiation Oncology (BIG-FRO)
Date	Ratified by the Faculty of Radiation Oncology Council at the meeting on 13 March 2025
Review Date	Review ☐ Date: Three years from ratification. Cessation: as defined in the SIG manual
Definition of SIG & Aim	The College By-Laws define a Special Interest Group (SIG) is a group of members who share an interest in advancing a specific area of knowledge, learning or clinical expertise. The aim of a SIG is primarily to provide a network to further this interest by providing a platform for members to communicate, meet and/or organise conferences. SIGs have no power or delegated authority for decision-making.
Objectives	The work of the BIG-FRO will be guided by these principles: ▪ The best interests of patients will be acted upon. ▪ High quality healthcare is provided. ▪ Use best endeavours to help close the gap for Indigenous and other disadvantaged group ▪ The integrity of the profession of Radiation Oncology, RANZCR and the Faculty of Radiation Oncology is upheld. <i>Refer to the RANZCR Code of Ethics (see 'Responsibilities of SIG members').</i> The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiology practices, Cancer Care, demographics): • Establishing a network of members interested in breast cancer aspect of radiation oncology • BIG-FRO operates in accordance with the SIG manual • Provide advice on matters related to their area of expertise as required. • Serving as a recognised radiation oncology reference group to advise Government and other bodies.

Scope	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Faculty of Radiation Oncology (FRO) Professional Practice Committee (PPC) in the first instance for discussion and decision with a recommendation for approval by the FRO Council BIG-FRO Can: 1. Approve expenditure from SIG allocations as per section 2.8 of the SIG manual 2. Generate additional projects, once documented in the projected annual workplan which is approved by the FRO Council. Develop policies and guidelines, applicable to the objectives of BIG-FRO ensuring alignment with the College governance process. These should be documented in the annual workplan. 3. Establish sub-committees or working groups if previously documented in the workplan approved by the FRO Council. BIG-FRO Cannot: 1. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects). 2. Make representations on behalf of RANZCR to external bodies without delegation or approval from the FRO Dean, or the RANZCR President.
Reporting arrangements	Authority is delegated by the Faculty of Radiation Oncology Council to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the Faculty of Radiation Oncology Council) or, in exceptional circumstances, the President (on behalf of the College and Board). As per the SIG Manual, BIG-FRO must: • Provide an annual report to the FRO Chief of Professional Practice (template being designed) • Assist the College through the SIG Administrator with maintaining accurate and complete records for BIG-FRO.
Liaison and links	BIG-FRO reports annually to and are accountable to the FRO Council via FRO PPC.
Membership of the SIG and the SIG Executive	Membership of BIG-FRO Membership of BIG-FRO is open to College members (including Trainees) and RANZCR Associate Affiliates who share the aims of BIG-FRO. A minimum of 30 members is required to form a SIG. Exceptions are assessed on a case-by-case basis by the relevant Council, with consideration to the scope of existing SIGs being paid. Membership of BIG-FRO Executive Membership to the Executive is limited to current BIG-FRO members who are a Fellow, educational affiliate, or trainee of the College. Interested parties can join BIG-FRO at any time including during the election process. An Executive of BIG-FRO will be formed including the following: • At least three Executive Members (which includes a chairperson) • Chairperson who automatically becomes an Executive Member in the instance they are not already an Executive Member (see section below)

	The maximum number of the SIG Executives will be decided and agreed on by their SIG Chairs and their SIG Executives depending on their SIG size, scope of action and approved workplan. Please note that RANZCR Associate Affiliates are not permitted to occupy SIG Executive positions. Notification of changes to Executive Membership should be sent to the College as soon as practicable after the changes take place.
<i>Elections and Terms of membership of SIG Executive Members</i>	Executive Members Members of the Executive may be elected for a three-year term. At the end of each term, positions on the BIG-FRO Executive will be open to the BIG-FRO membership via a call for expressions of interest (EoI). BIG-FRO Executive members may be re-appointed to serve for a maximum of three consecutive terms (including anytime spent as chairperson). However, subsequent terms must be applied for via EoI. Thereafter, they shall not be eligible to serve as a member of the BIG-FRO Executive until two years have elapsed since the expiration of their term of office. Chair Chair to be elected by and from the executive members of BIG-FRO for a for a one-year term, with a maximum of nine consecutive terms. The Chair is also subject to the member term above. In the case of no nominations from the Executive members, BIG-FRO Chair position will be open to BIG-FRO membership. The defined process in the SIG manual to be followed. Casual vacancies Casual vacancies to be filled through an expression of interest process from Special Interest Group membership, as per the defined process in the SIG Manual.
<i>Meetings</i>	The Executive group should at a minimum meet via teleconference once per year.
<i>Quorum</i>	Greater than half of the members.
<i>Resolutions of the Executive SIG</i>	Resolutions must be passed with majority support. If voting is tied, then the Chair has the deciding vote.
<i>SIG Executive Responsibilities</i>	BIG-FRO Executive Responsibilities • Provide professional input into respect of issues on request by the College office. • Provide advice to the relevant College bodies including Council and other committees and groups regarding SIG's area of expertise. • Provide assistance to the College's ASM Management Committee (when requested) e.g. assist in identifying key speakers and developing sessions in relation to the SIG's area of interest. Responsibilities of the Chairperson The Chairperson will provide guidance to and oversight of BIG-FRO and will be responsible for ensuring that BIG-FRO fulfils its functions and acts on assigned tasks in a timely manner. The Chairperson will approve the agenda for each meeting and chair meetings. The Chairperson will be responsible for reviewing the draft minutes so that they can be sent to BIG-FRO Executive for review and verification in a timely manner.

**Code of Conduct
for SIG executive
members**
Conduct

All BIG-FRO executive members are required to:

1. Attend BIG-FRO meetings and actively participate in discussions at these meetings.
2. Read and consider agenda papers and minutes of meetings.
3. Act with care and diligence and in the best interests of RANZCR and BIG-FRO.
4. Keep abreast of key issues, including bi-national & international developments that may impact on the work and areas of responsibility of BIG-FRO.
5. Dedicate time outside of BIG-FRO meetings to undertake activities on behalf of BIG-FRO, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required.
6. Support the development of policies by the Faculty of Radiation Oncology.

Conflict of Interest

Any recognised, perceived or potential conflict of interest is to be declared and recorded in the minutes and reports of the SIG as per the [RANZCR Conflict of Interest Policy](#).

Disputes

Disputes which cannot be satisfactorily resolved within the SIG will be referred to the relevant Chair of Professional Practice and the Faculty Dean or the President and CEO.

Meeting attendance

All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. If unable to attend SIG meetings, members are encouraged to provide the Chairperson with their comments on the meeting papers prior to the meeting.

Confidentiality

Special Interest Group members must keep matters relevant to individual Fellows or specific cases of patient care confidential. SIG members are required to maintain confidentiality on matters of importance to RANZCR, and on matters that can affect the interests of the SIG, RANZCR and the specialty of clinical radiology and radiation oncology.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. Please take the time to familiarise yourself with the document to ensure that you understand the Code's principles, abide by them, and apply them to the conduct, activity and decision-making of the committee.

To download the RANZCR Code of Ethics please [click here](#)