RFS Executive Board
Position Details

The **Resident & Fellow Section (RFS)** Executive Board provides residents and fellows with opportunities to lead, represent their peers, and participate in organized radiology. Position summaries are adapted from the MRS RFS Officers Handbook for prospective applicants.

The RFS executive board will meet approximately once a month and is expected to attend all RFS events as well as collaborative MRS-RFS events such as the MRS annual meeting.

PRESIDENT

Not an open position - included for leadership-path context

The President serves as Chair of the Resident & Fellow Section (RFS) Executive Board and leads the section for a one-year term. This role is included so applicants for President-Elect understand the leadership path and responsibilities they will assume after serving as President-Elect.

PRESIDENT-ELECT

The President-Elect serves as the successor to the President and helps ensure the smooth operation of the Resident & Fellow Section (RFS) Executive Board. The President-Elect presides at board meetings in the absence of the President and assumes the office of President if the President is unwilling or unable to serve or if the board determines that they are unable to serve.

Leadership Path: The President-Elect serves a one-year term and then automatically succeeds to the office of President.

Key Responsibilities

- Attend MRS board meeting (once a month evening)
- Update resident affair head before MRS meeting
- Set RFS meeting agenda
- Assign tasks
- Update handbook descriptions
- Update/maintain documents in Google Drive

SECRETARY

The Secretary oversees the records of the Resident & Fellow Section, including meeting minutes, and serves a one-year term.

Key Responsibilities

- Scribing during meetings
- Send emails for any events or important updates
- Manage RFS email
- Monitoring/reporting survey responses/RSVPs
- Work closely with webmaster for PR/graphics

TREASURER

The Treasurer oversees the finances of the Resident & Fellow Section and serves a one-year term.

Key Responsibilities

- Work with fundraising chair and MRS strategic committee to set the budget at the beginning of term
- Arrange any financial needs (food for events etc)
- Maintain reimbursements

EXTERNAL RELATIONS CHAIR

The Fundraising Chair oversees fundraising activities for the RFS annual conference and serves a one-year term.

Key Responsibilities

- Contact sponsors to coordinate financial support for MRS RFS events.
- Work with treasurer to create a budget for meetings
- Help with annual conference and event organization.
- Write up quarterly RFS updates for the newsletters

WEBMASTER

The RFS Webmaster works with the MRS Executive Director on updates to the RFS section of the website and social media accounts and serves a one-year term.

Key Responsibilities

- Social media management
- Website - training with Executive Director
- Create flyers for events

RESIDENT LIAISON

The Resident Liaison facilitates communication and engagement between residents and the Society, works with program coordinators to promote the RFS and its events, and serves a one-year term.

Key Responsibilities

- Update communication list (PDs, PCs and fellowship directors)
- Ideas for visibility
- Promote attendance at events
- Organize quiz bowl for annual conference

FELLOW & MEDICAL SCHOOL LIAISON

The Fellow Liaison serves as a liaison between radiology fellows and Society leadership, helping ensure effective communication and representation of fellows' interests throughout a one-year term.

Key Responsibilities

- Ideas for visibility
- Promote attendance at events
- Work with med student branch to facilitate events
- Provide fellowship related opportunities and material