**Application # _____**

Michigan Radiological Society
Resident & Fellow Section
Application for Executive Board Position

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Michigan Radiological Society Resident & Fellows Section Executive Board: Application and Selection Process

- Prior to the yearly conference, applicants must complete an anonymized application.
- The resident affairs committee will rank each application using a numerical score (1-10).
- The average score will be used to determine the candidate's rank.
- The highest-ranking applicant from each program will get their "first-choice" position, and so on.
- If a position is already filled, the applicant will choose their next preferred option.
- A second position may not be filled by a member of the same residency program until all programs are represented unless no other programs have applied.
- In the event of a tie, the chair of the resident affairs committee will make the final decision.
- All winners will be announced at the yearly conference.

Please rank ALL positions you would be interested in filling.

| | |
|---|---|
| President-Elect | |
| Secretary | |
| Treasurer | |
| Webmaster | |

| | |
|---|---|
| External Relations Chair | |
| Resident Liaison | |
| Fellow & Medial Student Liaison | |

Why are you interested in joining the Michigan Radiological Society Executive Board?

What qualifications do you have for the positions you are applying?

What ideas do you have for MRS RFS this year?

Return completed application to Shannon Sage at shannon@michigan-rad.org

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**PLEASE COMPLETE THIS SECTION:**

| | |
|---|---|
| Name: | |
| Email: | |
| Residency Program: | |
| | |

Return completed application to Shannon Sage at shannon@michigan-rad.org

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**SCORING TO BE COMPLETED BY THE RESIDENT AFFAIRS COMMITTEE**

Score 1: _____

Score 2: _____

Score 3: _____

Score 4: _____

Score 5: _____

Score 6: _____

Score 7: _____

Score 8: _____

Score 9: _____

Score 10: _____

Average Score: _____

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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/President Elect
    - 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
    - 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
    - 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
    - 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
    - Social media management
    - Website - training with Shannon
    - Create flyers for events
- Resident Liaison
    - Update communication list (PDs, PCs and fellowship directors)
    - Ideas for visibility
    - Promote attendance at events
    - Organize quiz bowl for annual conference
- Fellow and Medical Student Liaison
    - Ideas for visibility
    - Promote attendance at events
    - Work with med student branch to facilitate events
    - Provide fellowship related opportunities and material

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