

Role and Qualifications as Defined by the SIR Bylaws/Executive Council

The SIR Treasurer is an officer of the Society. The Treasurer is a voting member of the SIR Executive Council. The SIR Executive Council is the chief governing and policy-making body of SIR. The Council is empowered to carry out the business of the Society and is responsible for fiduciary oversight. It is responsible for overseeing and transacting the business necessary to achieve SIR's goals and to fulfill its mission. The position of Treasurer is an appointed position.

Qualifications as outlined by the SIR Bylaws include:

- Shall have been an active member or fellow in good standing for at least three years
- Shall be actively practicing interventional radiology or have practiced a minimum of 10 years
- Shall have experience and/or interest in budgeting, accounting and the financial transactions of an organization
- The Treasurer may or may not have served as the Assistant Treasurer.

Specific Duties of the Position

- Serves as the SIR Foundation Board Treasurer and is an officer of the Foundation Board
- Serves on the SIR Foundation Nominating Committee
- Serves as chair of the SIR Finance and Audit Committee
- Responsible for the collection of and accountability for all funds of the Society and the disbursement of funds as approved by the Executive Council.
- Oversees the budgeting process including budgeting and accounting for expenditures and assists the Executive Council in exercising its fiduciary duty.
- Provides SIR and SIR Foundation financial report during the Executive Council meeting and presents a budget for approval at the November EC meeting.
- Presents an annual financial report of the prior year and a current year budget update at the Annual Members' Business Meeting.
- Attends ad hoc leadership meetings/calls with other professional societies as needed
- Assists with strategic relations with industry and works on industry task forces as necessary
- Manages strategic issues and special projects as requested by the Operations Committee or Executive Council
- Represents SIR at meetings as requested by the Operations Committee or Executive Council
- Reviews the Executive Director's expense reports to ensure funds allocated to the ED for travel, professional development, and Society business are being used properly.

Election and Term in Office

The term of Treasurer is three years. The treasurer may be appointed for an additional one-year term. The term of office begins at the adjournment of the annual members' business meeting.

Time Commitment

The Treasurer is expected to devote the necessary time for Society business during his/her term. The Treasurer is expected to attend the bi-monthly SIR Operations Committee conference calls; three in-person Executive Council meetings a year; three in person Finance Committee meetings, two of which are held in conjunction with the Annual Meeting and November EC meeting, and a summer budget meeting which is generally held in August; one in person Audit Committee meetings, and conference calls of the Finance and Audit Committees; three SIR Foundation Board Meetings, which are held in conjunction with the Executive Council Meeting; one in-person SIR Foundation Nominating Committee meeting, which is generally held in conjunction with the Fall SIR Foundation Board Meeting; ad hoc SIR leadership meetings with other professional organizations; SIRPAC fundraisers and legislative fly-ins as needed; the annual Members' Business Meeting; and other conference calls or meetings as necessary.

Compensation/Reimbursement

The Treasurer receives no compensation for serving. Travel expenses for approved SIR travel are reimbursed per the SIR Travel Policy.

Responsibilities of All Executive Council Members

- Serve as a strategic leader who understands the SIR mission, vision, and can link the activities with the strategic goals.
- Possess the highest ethical standards and be recognized and respected by peers as a leader in interventional radiology.
- Adhere to the SIR's Conflict of Interest, Ethics, and Antitrust Policies.
- Be willing and able to devote the necessary time throughout the entire appointed term of service for Society business.
- Be free of any significant conflict of interest that would prevent him/her from serving objectively and disclose all conflicts in advance.
- Have an email address and web access so committee business can be conducted virtually.