

## Qualities and expectations of an SIR and SIR Foundation volunteer group chair

*All appointed volunteer group chairs of SIR and SIR Foundation are expected to meet the following qualities and responsibilities.*

### **General qualities of an SIR and SIR Foundation volunteer group chair**

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- Serve as strategic leader who understands the SIR mission and vision and can link the volunteer group's activities with the strategic goals.
- Serve as the primary contact for society and foundation inquiries relating to the volunteer group's area of interest or expertise.
- Make recommendations to the executive council for volunteer appointments and reappointments, including the appointment of a successor as vice chair.
- Be willing and able to devote the necessary time throughout the entire appointed term of service.
- Possess the highest ethical standards and be recognized and respected by peers as a leader in interventional radiology.
- Be free of any significant conflict of interest that would prevent him/her from serving objectively and disclose all conflicts in advance.

### **Responsibilities of an SIR and SIR Foundation volunteer group chair**

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#### *Meetings and conference calls*

- Structure the meeting agenda to ensure that relevant and timely topics of interest are addressed. Minutes from the previous meeting should be the first agenda item for approval during the next meeting.
- Champion accountability and performance evaluation for your volunteer group activities. Facilitate all volunteer meetings and conference calls to ensure all agenda items are addressed. Delegate assignments to involve all volunteer members.
- Review the group charge with members at the start of each meeting. Submit recommended changes to the executive council for consideration.
- Meet prior to and after the meeting with the staff liaison to summarize the tasks completed and discuss any actions requiring executive council approval or awareness.
- At the start of each meeting, remind volunteers and meeting attendees of the need to comply with the society's conflict of interest and anti-trust policies and request that any member disclose any new conflicts.
- See that draft minutes are submitted by the staff liaison for approval. The chair is responsible for accuracy and completeness of the minutes.
- Attend all in person meetings of the volunteer group; represent the volunteer group during the division meeting and other conference calls or other meetings as required.
- Carefully review meeting agenda books, minutes of the committee and follow up on irregularities.
- Submit written informational or discussion reports to the executive council, as needed, to summarize activities or raise a new issue for consideration.

### *Vision*

- Prepare a work plan for the year to guide the committee in its actions as outlined by the strategic plan and volunteer group's charge. Additionally, submit reports to the executive council liaison to keep leadership informed of committee activities.
- Anticipate change and proactively establish directions and/or guidelines to address issues and meet the clinical needs of the public, as well as the clinical and non-clinical needs of society members, the profession and the society.
- Ensure that all deliberations and decisions contribute to the society's mission and strategic goals.

### *Fiduciary obligations and governance*

- Adhere to the society's conflict of interest and disclosure policy by annually completing disclosure form annually or as necessary and declare any relevant conflicts openly during discussion at the volunteer group meetings.
- Be aware of and adhere to the society's policy of strict compliance with federal and state antitrust laws.
- Ensure that members abide by their duties as described and recommend action for members and consultants who do not actively participate.

### *Other*

- Foster effective two-way communication with the staff liaison and other society personnel regarding the scheduling of meetings, completion of duties, coordination of mailings, etc.
- Treat other volunteers and staff with respect and courtesy.
- Promote the society's image by staying informed and representing the society to others.
- Engage with other society and foundation volunteers and members on SIR Connect.
- Be willing to guide and mentor newer volunteers and younger SIR members.
- Establish and approve policies that support the society and foundation's position.
- Provide support and guidance to staff as needed.
- Recruit and orient future members and leaders.
- Maintain status as a member in good standing and adhere to the society's code of ethics.
- Perform any duty or responsibility that the executive council or the president may assign.