

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

All appointed volunteers of SIR and SIR Foundation are expected to meet the following qualities and responsibilities.

### General qualities of an SIR and SIR Foundation volunteer

---

- Be and remain a member in good standing of the Society of Interventional Radiology.
- Be willing and able to devote the necessary time throughout the entire appointed term of service.
- Support and further the goals and objectives of the society and foundation.
- 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

---

#### *Meetings and conference calls*

- Attend all in-person and virtual meetings of the volunteer group unless excused by the chair. Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal. Members will be notified of the exact time and place for their next meeting. Volunteers must notify the chair and staff liaison if not participating in an upcoming meeting or conference call.
- Prepare for all meetings by reading the agenda in advance and preparing to discuss agenda items. Willingly and actively participate in all discussion, lending knowledge and expertise to the group.
- Complete assigned projects and tasks as necessary. Lead projects as warranted.
- Submit written informational or discussion reports to the volunteer group as needed.

#### *Vision*

- Support SIR and SIR Foundation's vision, mission and strategic plan and the volunteer group's charge.
- As a volunteer group, 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 organization.

#### *Fiduciary obligations and governance*

- Agree to comply with all volunteer policies established by SIR and SIR Foundation. 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.

#### *Other*

- Effectively communicate with other volunteers, the staff liaison and other society personnel regarding task and project completion.
- 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.
- Provide support and guidance to staff as needed.
- Help 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.