Election and Term in Office:
The term of the SIR Annual Meeting Program Chair is one year. The position is successive, and this is the fifth year of a full six-year committee commitment. To accomplish a smooth transition in the management of the SIR Annual Scientific Meeting

1. Year 1 – Annual Meeting Special Programs Chair
2. Year 2 – Annual Meeting Scientific Vice Chair
3. Year 3 – Annual Meeting Scientific Chair
4. Year 4 – Annual Meeting Workshop Chair
5. Year 5 – Annual Meeting Program Chair*
6. Year 6 – Annual Meeting Past Chair

*Council terms begin at the adjournment of the Annual Members' Business Meeting.

Role and Qualifications
The Annual Meeting Program Chair is a voting member of the SIR and SIR Foundation Steering Council and acts as the representative to the Annual Scientific Meeting Division. The Steering Council is responsible for moving forward strategic issues and priorities of the SIR and SIR Foundation Strategic Plan. The position of the Annual Meeting Program Chair is an appointed position.

Qualifications
- Shall have been an active Member in good standing for at least three years.
- Shall have shown commitment to the society by active service on an SIR committee or task force as a member or chair for a minimum of three years.
- Shall be actively practicing interventional radiology or have practiced a minimum of 10 years.
- Shall have experience and/or interest in the area of Council work for the specific Council position.

Specific Duties of the Position
The Program Chair is responsible for the overall educational program, the Plenary sessions, and other special programs at the meeting. The Program Chair is responsible for all decisions pertaining the meeting format and introduces needed changes and enhancements to the program structure. The Program Chair is also accountable to the Finance Committee of the society to maintain the Annual Scientific Meeting. The Program Chair serves for one year on the Society’s Steering Council, representing the unique needs and benefits of the Annual Scientific Meeting program.

Specific Responsibilities:
- Divest all financial relationship in the year serving as Annual Meeting Program Chair (Year 5)
- Review financial updates from staff regarding the Annual Meeting budget on regular basis.
- Serve on SIR & SIR Foundation Steering Council (1 year term – Year 5)
• Plan a cohesive and current program that addresses the identified needs of SIR members and attendees. The final educational program is due no later than four months before the annual meeting.
• Collaborate with the Clinical Specialty Councilors to ensure the educational program represents the newest development in each specialty.
• Work directly with the Division Councilor on providing updates about the Annual Scientific Meeting and if any issues need to be brought to the attention of the Steering Council.
• Work with SIR staff on marketing interests and topics of interest.
• Finalize the full educational schedule to mitigate conflict topics.
• Work with the SIR staff on daily program schedules and special events.
• Review and sign off on the speaker’s financial disclosures.
• Produce a meeting that is congruent with the society’s mission and strategic plan.
• The Annual Meeting Program Chair receives no compensation for serving on this committee. Travel expenses for approved SIR travel are reimbursed per the SIR Travel Policy.

Ideal candidate may possess the following:
• Experience with the Scientific peer review process
• Familiarity with current literature
• Experience in serving on an educational program committee and/or meeting planning and coordination experience

Responsibilities of All Steering Council Members

• Serve as strategic leader who understands the SIR mission, vision, and can link the activities with the strategic goals.
• Serve as the primary contact for society and foundation inquiries relating to their division or area of expertise.
• Be willing and able to devote the necessary time throughout the entire appointed term of service for Society business.
• 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.
• 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, Dual Role Ethics, Fiduciary, and Antitrust Policies.