Role and Qualifications as Defined by the SIR Bylaws and Board of Directors

The SIR Secretary is an officer of the Society and a member of the SIR Executive Committee, which represents the Board of Directors between meetings of the Board and provides liaison to divisions and committees, as appropriate. The Secretary is a voting member of the SIR Board of Directors and Executive Committee. The SIR Board of Directors is the chief governing and policy-making body of SIR. The Board 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 secretary is an elected position.

Qualifications

- Is an interventional radiologist
- Must be an active member of the Society in good standing for at least three years
- Shall have been a member of the SIR Board of Directors, SIR Foundation Board of Directors and/or SIR/SIR Foundation Steering Council for at least two years
- Must divest from any disqualifying direct financial relationships by the date his or her term as SIR President commences (see section on Financial Conflicts of Interest for Key Societal Leaders for additional details)
- Has been and shall be actively involved in interventional radiology
- Shall have demonstrated extensive knowledge of the workings of the Board of Directors
- Shall have exhibited a desire to move forward in the leadership ascension and to continue developing as a leader
- Shall have experience or ability to politically interact with other related medical specialty organizations and/or government agencies and to serve as a future ambassador for SIR
- Shall have demonstrated significant dedication and commitment to SIR and the specialty of interventional radiology

Specific Duties of the Position

- Ensures a current and permanent record of the proceedings of the Society is kept.
- Ensures the safekeeping of all records and transactions of the Society which possess historical value.
- Ensures that a transcript of the minutes of the annual members’ business meeting is prepared, which shall include the reports of all officers and committees and is distributed to the members of the Society.
- Serves as the Executive Committee member who reviews SIR standards documents submitted for approval and new topic requests or coordinates review assignment to another member of the Executive Committee based on areas of expertise and time availability. Serves as the Executive Committee Liaison to Standards.
- Serves as a member of the SIR Nominating Committee and the SIR Finance Committee.
- Manages special projects as requested by the Executive Committee or Board of Directors.
- Represents SIR at meetings as requested by the Executive Committee or Board of Directors.
- Serves as AMA delegate during tenure as Secretary. Expected to attend at least one AMA House of Delegates meetings (June and/or November).
- Acts on behalf of the President or President-Elect as requested.
- Performs all other duties that usually and customarily pertain to the office of Secretary.
• Assumes the office of President-Elect should it be vacated for any cause. If the president-elect must be replaced during his/her term of office, the secretary shall become the president-elect and shall carry out the duties of both positions with the assistance of the president. At the end of the term, the acting president-elect shall become president-elect for the next term, and a new secretary shall be elected.

Election and Term in Office

The term of Secretary is one year. However, the position is successive and requires a full four-year commitment. To accomplish a smooth transition in the management of the Society from year to year, the secretary shall become the president-elect (one-year term), the president-elect shall become president (one-year term), and the president shall become the immediate past president (one-year term). Board terms begin at the adjournment of the Annual Members’ Business Meeting.

Time Commitment

The Secretary is expected to devote the necessary time for Society business during their term. The Secretary is expected to attend the SIR Executive Committee conference calls; three in-person Board of Directors meetings a year; one in-person Nominating Committee meeting; three to four in person Finance Committee meetings, most of which are held in conjunction with Board of Directors Meetings; the annual Members’ Business Meeting; one to two AMA House of Delegates meetings; and other conference calls or meetings as necessary.

Compensation/Reimbursement

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

Responsibilities of All Board of Directors 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 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.
• Have an email address and web access so committee business can be conducted virtually.
• Possess the highest ethical standards and be recognized and respected by peers as a leader in interventional radiology.

Adhere to SIR policies including the SIR’s Conflict of Interest, Dual Role, Ethics, Fiduciary, and Antitrust Policies.