

# SIR and SIR Foundation Volunteer Handbook

It's your society. Get involved!

The SIR and SIR Foundation Volunteer Handbook was prepared to provide information to current volunteers and future volunteers on the volunteer engagement process. The handbook was developed in order to provide all volunteers with the same foundation of knowledge so that volunteers can excel within the SIR/F governance structure. For additional questions please contact [volunteer@sirweb.org](mailto:volunteer@sirweb.org).

# Volunteer Handbook

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## SIR Vision and Mission

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### **Vision**

To improve patient care through image-guided therapy.

### **Mission**

Be the first choice for image-guided therapy.

### **Core Values**

- Leadership: SIR and its members lead in the development, advancement and maintenance of minimally invasive, image-guided therapies.
- Innovation: SIR advances the creative and innovative spirit of interventional radiology, supporting research, procedures and technology that improve patient care.
- Scholarship: SIR and its members are devoted to building their specialty through the advancement of medical knowledge and the practice of evidence-based medicine.
- Patient care: SIR members provide the highest quality care to patients and value to professional colleagues.
- Excellence: SIR and its members are committed to developing and maintaining the highest standards of excellence in patient care, integrating disease management, imaging and technical expertise and image-guided therapies.
- Ethics: SIR and its members adhere to the highest standards of ethical behavior, placing the interests of patients first.

## Committee Overview

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In accordance with the bylaws of the Society of Interventional Radiology and its Foundation (SIR/F), SIR/F committees are broadly separated into standing committees (i.e., those that are mandated by the society's bylaws), special committees (i.e., the regular clinical committees, faculties, joint committees, and advisory groups), ad hoc committees (also called task forces), and divisions. The current list of all standing and special committees, organized according to their respective division cluster, are included in the [Appendix B](#).

### **Membership Development Committee**

The Membership Development Committee will act as an advisory committee to the Member Services Division by providing oversight to all aspects of the volunteer engagement process. Annually, the Membership Development Committee will review all SIR/F committee appointments, reappointments and removals and make recommendations to the Executive Council and the Foundation Board of Directors.

## **Standing Committees**

Standing committees are authorized in the bylaws to perform specific functions. The current standing committees include: the Operations Committee, the Finance Committee, the Rules Committee, the Membership Applications Committee, the Ethics Committee, Fellows' Affairs Committee, and the Nominating Committee. Removal of or modifications to the charge and makeup of such a committee requires a change in the bylaws.

## **Special Committees**

Executive Council (EC) and the Foundation Board of Directors have the authority to establish, appoint, or terminate committees and give them duties and authority deemed necessary and appropriate. While the types and duties of these committees are proscribed by the Executive Council and the Foundation Board of Directors.

In addition to the traditional clinical and cross-functional committees and faculties, joint committees, advisory groups, and divisions are also considered special committees. Advisory committees or groups are responsible for enhancing the Society and Foundations interests, programs, and projects. Occasionally, advisory groups are established to assist in specific committee tasks. In these cases, advisory group members may be allowed to participate actively in the activities of the parent committee, but will not have official voting authority.

## **Division Clusters**

All special committees are organized under division clusters, Divisions group committees with similar programmatic focus into a cluster designed to foster better coordination, accountability, and communication from the committees related to the program area's success and ensures coordinated communication with Executive Council and the Foundation Board of Directors. All divisions are chaired by Executive Council liaisons and Foundation Board of Directors members and will consist of the chairs and chair-elects from each committee within that particular cluster. Staff liaisons may serve as consultants to the division.

Divisions meet during or directly following the Annual Scientific Meeting to share and review committee work plans, annual progress reports, and all committee action items within a cluster to eliminate duplicative efforts and ensure that all goals are aligned with the strategic plan. This is the first line of review prior to final approval of action items by the Executive Council/Foundation Board of Directors.

## Ad Hoc Committees and Task Forces

Ad hoc committees and task forces can be appointed by the Executive Council/Foundation Board of Directors or by the Operations Committee. These committees are temporary in nature and charged with addressing specific goals or tasks with a defined conclusion. Task forces are generally made up of fewer members than a committee and are dissolved once the specified tasks are completed.

## Committee Structure and Responsibilities

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### Terms and Positions

Most committees are structured as follows:

- Chair
- Vice Chair
- Members (maximum of 20)
- Consultants (maximum of 5)
- Staff Liaison
- Ex-Officio

Members can serve on a committee for a maximum of two consecutive three-year terms (up to six years). Upon completion of the second term, they cannot serve as voting members on the same committee until the passage of at least three years. The exception is a committee member who is ending his/her term may be appointed as chair and "start the clock" anew (i.e., the new chair starts a new three-year term and would be eligible for renewal).

All members who have completed their term and are not eligible for reappointment can be appointed as a consultant, at the discretion of the chair and the recommendation of the Membership Development Committee.

Committee chairs who are serving at the beginning of their final term are advised to identify a candidate for vice chair. The vice chair will serve a one-year term to allow shadowing the committee chair on his/her final year to facilitate an easier transition of leadership, with increased opportunities to build strategic capacity within each committee. Committee chair and vice chair appointments are made by the Membership Development Committee.

### Committee Member Appointment Process

Any Fellow or Member of the Society in good standing can apply to be appointed to an SIR/F committee. Per the SIR Bylaws all committee chairs shall have been members in good standing of the Society for a minimum of 3 years.

The call for committees is published annually in the summer issue of the *IRQuarterly*. Applicants must submit an online application by mid-September of each year. The open call for applications may vary slightly every year, for the exact dates and deadlines visit [sirweb.org](http://sirweb.org). All applications received by September 15 are processed by SIR staff and distributed to the committee chair and the Membership Development Committee. Committee chairs and vice chairs (if applicable), make recommendations to the Membership Development Committee for reappointments, new appointments, and removals. After a thorough review, the Membership Development Committee appoints new members based on the number of current committee obligations they hold and their areas of expertise.

Applicants are notified regarding appointments electronically in January. Terms begin April 1 and end March 30. Newly appointed members are given the opportunity to familiarize themselves with the committee by attending the next committee meeting prior to their term as an invited guest.

## Limit on Committee Service

At the discretion of the Membership Development Committee and in order to increase member participation, committee membership with **voting** rights may be limited to only **three** committees at a time. Society and Foundation policy is to enforce a maximum of 20 voting members on each committee, not including the chair, vice chair, consultants and ex-officio members. A member must wait three years after the end of their term to reapply for that same committee. However, they may apply for membership on other SIR/F committees. The target number of consultants within a committee will be no more than **five** per committee. Consultants may serve a single two-year term.

## Executive Council/Foundation Board and Staff Involvement

Each committee is assigned an EC/Foundation Board liaison through their division cluster. Assignment of an EC/Foundation Board member to chair a division cluster replaces the need for an EC/Foundation Board liaison to serve on each SIR/F committee. The term of service on a division parallels the term of the EC member's elected position on the EC/Foundation Board. Whenever possible, EC/Foundation Board members are assigned as a liaison to committees consistent with their particular areas of expertise and interest. While EC/Foundation Board members are not required to attend meetings of all committees within their cluster, such participation is encouraged whenever possible.

Each committee is assigned a staff liaison. The staff liaison is responsible for distributing materials before meetings, preparing draft minutes of meetings, and assisting committee chairs between meetings. The staff liaison works with the committee chair to develop agendas for upcoming committee meetings and implement any action items.

## Committee Policies

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### Conflict of Interest/Financial Relationship Disclosure

The Society of Interventional Radiology and its Foundation supports fair and unbiased participation of our volunteers in SIR/F activities. Any real or potential conflicts of interest must be identified and managed. All relevant financial relationships with commercial interests that directly impact and/or might conflict with SIR/F activities must be disclosed **annually**, or disclosure that you have no relevant financial relationships must be documented. Other relationships that could cause private interests to conflict with professional interests must also be disclosed. See the **Appendix C** for the complete disclosure policy.

### Antitrust Compliance

The Society of Interventional Radiology and its Foundation has a strict policy of compliance with federal and state antitrust laws. Antitrust laws prohibit agreements among competitors that restrain trade, and SIR members may be considered to be competitors for purposes of antitrust challenges even if their practices are not in the same geographic areas. The penalties for violations of the antitrust laws are severe for medical societies and their members.

In all SIR/F activities, each member, as well as SIR staff, shall be responsible for following the SIR/F's policy of strict compliance with the antitrust laws. SIR/F officers, councilors, committee chairs, and executive staff shall ensure that this policy is known and adhered to in the course of activities pursued under their leadership. Antitrust compliance is the responsibility of every SIR member and staff. See the **Appendix D** for the complete antitrust compliance statement.

## Intellectual Property Rights Agreement

All SIR/F materials including those in print and those posted on its websites, as well as those distributed digitally, are subject to copyrights owned or licensed by the SIR or SIRF unless indicated otherwise.

SIR/F materials include any works authored, co-authored, or contributed by the undersigned during his or her past, present, or future service as a member of any committee, as well as any related materials used for audio-visual presentation.

## Confidentiality Agreement

At the discretion of the chair and staff liaison some committees may require the completion of a confidentiality agreement to ensure the integrity of discussions and projects. Failure or refusal to complete a confidentiality agreement could result in dismissal from the committee.

## Committee Meetings and Minutes

In-person committee meetings are usually held during the Annual Scientific Meeting, however, not all committees meet during these times.

A blast email will be sent to all committee members advising them of the location of the committee schedule on the SIR's website. It is the committee members' responsibility to check the schedule for all conflicts with their annual meeting schedule. Committee members should attend every meeting of their committee. It is the committee members' responsibility to coordinate their schedules to allow for attendance at committee meetings. As a rule, travel expenses are not reimbursed for committee meetings held in conjunction with the Annual Scientific Meeting and the official societies meetings, unless previously approved.

Staff liaisons are responsible for the accurate recording of committee minutes, with the review and approval of the committee chair. Committee minutes are made available to each committee member before the next scheduled committee meeting; a vote to approve the minutes is taken at the next committee meeting. Staff liaisons are responsible for maintaining minutes and historical committee files on the organization's computer server.

Committee members **must** have electronic communication capabilities with email and web access. Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal. Consequently, committee chairs may suggest the names of replacements for appointment by the Membership Development Committee.

## New Committees and Committee Dissolution

New Society or Foundation committees can be created by the Membership Development Committee, the Executive Council, and Foundation Board of Directors or at the request of members.

At the request of membership, a committee can be formed by submitting a committee proposal to the Council on Committee, the Executive Council and the Foundation Board of Directors. To apply for committee status, a proposed committee must complete one year as a task force and submit a proposal containing the proposed committee charge, minutes from previous meetings, a description of at least two tasks completed and three proposed tasks for the upcoming year, and a list of 20 potential SIR members interested in serving on the committee. All necessary documents must be submitted to [volunteer@sirweb.org](mailto:volunteer@sirweb.org).

Upon receipt of the necessary information, the Membership Development Committee reviews the achievements and the proposed charge and committee composition. Once the review process is completed, the Membership Development Committee renders a decision, which must be approved by the Executive Council or Foundation Board of Directors.

Committees can be dissolved by vote of the Membership Development Committee and approval by the Executive Council at the direction of the President-Elect. Recommendations for dissolution can come from the following sources: members of the Executive Council, chairs of committees or committee membership. The Membership Development Committee is responsible for analyzing recommendations for committee dissolution and presenting its findings to the Executive Council or Foundation Board of Directors.



## Committee Restructuring

As part of the committee appointment process committee chairs with the oversight of the Membership Development Committee, have the opportunity to review the committee charge and structure of the committee to ensure effectiveness and adherence to the overall mission and vision of the Society and the Foundation.

## Volunteer Recognition Program

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To recognize the time and dedication given by our members, SIR has developed the following recognition and rewards program. Honor points, Honor Awards, Distinguished Service Awards, Presidents Award and Lifetime Service Awards are all part of the Society's and Foundation's systems for recognizing member volunteer activities. Non-members can receive honor points but are not eligible to be recognized as part of the award recognition program. Points earned as a non-member carry over if a non-member becomes a member.

### *Honor Award*

The Honor Award is the first award a member can obtain for participation in activities that earn honor points. Each member can be awarded only **one** Honor Award in a lifetime. In order to receive an Honor Award, a member must earn 50 volunteer service honor points.

### *Distinguished Service Award*

The Distinguished Service Award (DSA) is the SIR's recognition of volunteer service beyond the level of an Honor Award. Members who attain 100 honor points, including the 50 points received for an Honor Award, receive the Distinguished Service Award.

### *President's Award*

The President's Award recognizes SIR's most engaged and dedicated members. Members who attain 150 points including the points received for an Honor Award and DSA will receive a President's Award and be recognized during the Annual Scientific Meeting.

### *Lifetime Service Award*

The Lifetime Service Award (LSA) is given to two individuals annually who have met the established criteria and have shown extensive leadership and dedication to SIR and the specialty. LSA awardees must have previously been awarded a President's Award to be considered for a Lifetime Service Award.

## How Committee Members Earn Honor Points

Points can be earned from various involvement opportunities, as identified by the predetermined Volunteer Engagement levels as outlined in **Appendix E**. The Volunteer Recognition Program point system is constructed in a manner that promotes recognition not only for the quantity of service, but also for the variety and longevity of service.

## SIR Connect

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SIR Connect is an online community that consists of more than 8,000 active members. SIR Connect is a great resource for Interventional Radiologist who wants to connect with peers who share the same interests, network with colleagues and participate in multiple volunteer opportunities. SIR Connect has over 70 different communities, service lines and

committees that focus on varying subjects ranging from IR treatment of Pulmonary Embolism to Venous diseases. SIR Connect members are given unlimited access to view and connect to nationwide events IR events and they can also participate in enlightening discussions in their communities and in the open forum. SIR Connect also hosts a directory where a member can search and connect with IR specialist all over the world.

## Sections

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A SIR Section may be created by the SIR EC or at the request of membership. To apply for section status, a proposed section must submit documentation containing 1) prospective section objectives; 2) description of the subject area that will be addressed by the section; 3) description of how the establishment of a section will further the SIR's ability to meet its mission; and 4) proposed first-year activities. If applicable, justification must be included on why the change in status from a committee to a section is warranted.

The function of sections is to:

1. Provide a forum for the exchange of information between members and the Society.
2. Provide a means for the Society to utilize the expertise of an identifiable group of members on specific issues.
3. Provide a forum for members with a special interest to speak as a unified group to the leadership of the Society.
4. Provide a pathway for professional leadership development within the organization.

Section dues are determined by the Executive Council annually for each section based on the goals established by the section. Active members of each section are required to pay section dues in addition to SIR dues. IR medical resident members, medical students, and individuals in fellowship training programs are eligible for one complimentary section membership, with additional memberships available at a discounted rate.

### Formation of Sections

The below steps outline the process of forming a new section. SIR members interested in forming a new section are encouraged to thoroughly vet the proposed section prior to starting the process to ensure the proposed section meets the required criteria.

1. Members who want to form a new section should notify [volunteer@sirweb.org](mailto:volunteer@sirweb.org).
2. Information about forming a section will be e-mailed to the section originator.
3. The originator will e-mail [volunteer@sirweb.org](mailto:volunteer@sirweb.org) : 1) prospective section objectives; 2) description of the subject area that will be addressed by the section; 3) description of how the establishment of a section will further the SIR's ability to meet its objectives; and 4) proposed first-year activities.
4. The originator will ask members interested in joining the proposed section to indicate their support for the section by e-mailing [volunteer@sirweb.org](mailto:volunteer@sirweb.org) . Supporters will be informed by the originator of the 4 items listed under point #3 above as well as the section dues structure and that by their e-mail they are indicating their intent to become dues-paying members of the proposed section **in addition to their regular SIR membership dues.**
5. After the Sections Manager receives 50 names or more, the names of interested members, the proposed section objectives, and proposed first-year activities will be submitted to the EC for approval.
6. If the EC approves these materials, the section is chartered. The Board will use the following criteria when reviewing a section charter:
  - a. The objectives of the section will assist and be consistent with furthering and supporting the stated mission, values, objectives, or policies of the Society.
  - b. The objectives of the section will be related to the clinical or administrative practice of interventional radiology.
  - c. Sections may not duplicate chapters or membership categories that currently exist.

7. Upon approval by the EC, each member who has e-mailed his/her interest in joining the section will receive an invoice for section dues.
8. The section becomes operational when 50 members have remitted section dues. If the section fails to enlist 50 dues-paying members within one year following the Executive Council's approval, the charter for that section will be revoked.
9. The president of the Society will assign a member of the Executive Council to serve as a liaison to the section and the executive director will appoint a staff liaison.
10. The section originator will act as the section chair until the next Annual Scientific Meeting.
11. The originator/chair will appoint interim leadership for the section, including a newsletter editor who will serve until the section can meet and hold elections.
12. The section will submit draft operational guidelines to their staff liaison for review and submission to the Executive Council.

## Service Lines

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The Service Line's charge is to deliver advice on both image-guided procedures and non-procedural patient care in the context of a multi-institutional disciplinary approach to the care specific to each Service Line's disease state (e.g., interventional oncology, interventional neuroradiology, peripheral arterial disease, venous disease, etc.). This charge should directly align with SIR's mission to improve the health of the public through pioneering advances in image-guided therapy.

## Operating Guidelines

### *Composition*

1. The councilor-at-large provides direction from and is the conduit back to the Executive Council. SIR Service Lines shall be comprised of no more than two chairs, who will report to the Councilor-at-large.
2. There shall be a minimum of five and a recommended maximum of 10 members, whose areas of expertise fall directly within a Service Line's disease state.
3. There shall be no more than two senior advisers per Service Line, who may assist during a Service Line's development period.
4. The Service Line chair is recommended by the councilor-at-large and approved and appointed by the Operations Committee. The chair acts as facilitator, adviser to the councilor and chief spokesperson for the Service Line. The chair should be actively engaged in guiding the Service Line to stay current and remain focused on the Service Line's SWOT analyses and work plans. The chair should promote cross communication with the other division leaders.
5. Service Line members are appointed, as needed, by the chair and approved by the councilor-at-large.

### *Governance*

1. Each Service Line should have an overarching work plan that is developed each year prior to and during the SIR Annual Scientific Meeting. This work plan should include the important issues it will concentrate on during the coming year.
2. Each Service Line will work with the councilor-at-large to develop an organizational chart.

## Service Line Appointment Process

Service Line member rotations should coincide with the SIR Annual Scientific Meeting. Service Lines should be allowed to appoint qualified candidates from the medical community. All terms begin when the member accepts the Service Line

chair's invitation to serve. Formal correspondence confirming the appointment to the Service Line will be sent by the Service Line staff liaison.

### ***Terms and Positions***

- **Chair:** Chairs shall serve a maximum of two three-year terms. Any extension of a chair's term must be approved by the SIR Operations Committee. Incumbent chairs who are up for rotation should work with the Service Line Councilor to nominate a replacement who shall be approved by Operations Committee.

- **Member:** Each Service Line chair will develop its own succession strategy regarding member rotation. Reappointments are made at the discretion of the party authorized to reappoint (chair, councilor).

## Volunteer Job Descriptions

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### Responsibilities of Division Councilors

1. Serve as the primary representative for the Society and Foundation committees on the respective governing body.
2. Have an email address and web access.
3. Review the agenda for upcoming committee meetings. Staff liaisons will submit a copy of the agenda to the steering committee chair.
4. Present a brief report during the division meeting on the current Society/Foundation activities as recommended by specific committee chairs.
5. Report to the Executive Council on any committee actions items. The division chief should act as the committee's advocate, explaining the reason the committee has brought a matter to the Boards' attention.
6. Report to committee chairs and members any actions or strategic discussions by the EC that would affect the performance of the committee.
7. Assist the committee with any tasks assigned by the EC.
8. Attend committee meetings within the steering committee cluster (this is not required but is encouraged).
9. Treat other committee members and staff with respect and courtesy.

## **Responsibilities of Committee Chairs**

1. Serve as strategic leader who understands the SIR mission, vision, and can link the committee's activities with the strategic goals.
2. Serve as the primary contact for Society and Foundation inquiries relating to the committee's area of interest or expertise.
3. Have an email address and web access so committee business can be conducted virtually.
4. Prepare a work plan for the year to guide the committee in its actions as outlined by the strategic plan and committee charge. Additionally, submit reports to the Executive Council liaison to keep leadership informed of committee activities.
5. Foster effective two-way communication with the staff liaison and other Society personnel regarding the scheduling of committee meetings, completion of duties, coordination of mailings, etc.
6. Structure the meeting agenda to ensure that relevant and timely topics of interest are addressed. Minutes from the previous committee meeting and any subcommittee minutes should be the first agenda item for approval during the next committee meeting.
7. Champion accountability and performance evaluation for your committee. Facilitate all committee meetings and conference calls to ensure all agenda items are addressed. Delegate assignments to involve all committee members.
8. Review the committee charge with members at the start of each meeting. Submit recommended changes to the Membership Development Committee for consideration.
9. At the start of each meeting, remind committee members 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.
10. Complete and submit a Conflict of Interest/Financial Relationship Disclosure form annually, and require that one is signed by each member of the committee.
11. Meet prior to and after the meeting with the staff liaison to summarize the tasks completed and discuss any actions requiring EC approval or awareness.
12. See that draft minutes are submitted by the staff liaison for approval. The chair is responsible for accuracy and completeness of the minutes. Minutes from the previous committee meeting and any subcommittee minutes should be approved by the committee at the next opportunity.
13. Make recommendations to the Membership Development Committee for committee appointments and reappointments, including the appointment of a successor as vice chair.
14. Award exceptional honor points to members whose contributions have demonstrated exceptional efforts.
15. Between meetings, send a copy of all committee-related correspondence to the division cluster chair and staff liaison.
16. Ensure that members abide by their duties as described and recommend action for members and consultants who do not actively participate. Treat other committee members and staff with respect and courtesy.

## Responsibilities of Committee Members and Consultants

### *Members*

1. Serve a key role on the committees by acting on behalf of the Society and/or Foundation.
2. Have an email address and web access so committee business can be conducted virtually.
3. Support and further the goals and objectives of SIR/F.
4. Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.
5. Fulfill committee assignments on a timely basis as delegated by the committee chair.
6. Review the meeting agenda, minutes from the previous meeting, and any supporting documents for the meeting. Committee members, consultants, and society representatives will receive these materials from their staff liaison prior to the meeting.
7. Attend all committee meetings and participate in conference calls 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 committee meeting. Notify the committee chair and staff liaison if not participating in an upcoming meeting or conference call.
8. Complete and submit a Conflict of Interest/Financial Relationship Disclosure form annually.
9. Agree to comply with the organization's conflict of interest and anti-trust policies and disclose any new conflicts as they arise.
10. Treat other committee members and staff with respect and courtesy.

### *Consultants*

1. Consultants have the same responsibilities as committee members but **do not** have voting privileges. They are asked to serve on the committees because of their valuable resources and expertise.

## Responsibilities of Staff Liaisons

1. Serve as the intermediary between the committee and Society.
2. Assist the committee chair with all committee activities and in communicating with committee members.
3. Prepare and distribute meeting materials, including agendas and supporting documents, minutes, etc. in a timeline manner.
4. Submit attendance records to the Senior Manager, Volunteer Engagement and Development in a timely manner following meetings.
5. Maintain a file containing all committee-related materials and save committee documents on the all-staff server in the specified location.
6. Notify committee members of the time and place of the next committee meeting once room assignments have been finalized.
7. Arrive at least 15 minutes prior to the start of committee meeting to check room set-up and distribute meeting materials.
8. Briefly meet after adjournment with the committee chair to summarize tasks completed, what follow-up actions are required, and discuss any items for submission to the EC as action items.
9. Submit an initial draft of the committee minutes to the chair, co-chair, and/or vice chair for approval and, after receiving approval, save copy of minutes on the all-staff server. Minutes should be approved as the first agenda topic during the next committee meeting.
10. Treat committee members and other staff with respect and courtesy.



## Appendices

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### Appendix A. SIR Volunteer Handbook Quick Guide

#### Terms and Positions

- Most committees are structured as follows; Chair, Vice Chair, Members (maximum of 20), Consultants (maximum of 5), Staff Liaison and an Ex-Officio
- Members can serve for a maximum of two consecutive three-year terms (up to six years)
- Upon completion of the second term, they cannot serve as voting members on the same committee until the passage of at least three years.

#### Eligibility & Appointment Process

- Any Fellow or Member of the Society in good standing can apply to be appointed to an SIR/F committee.
- The call for committee members will be open from August to early October each year.
- Interested applicants **must** submit an application to be considered each year.

#### Committee Cycle



## **Volunteer Recognition**

- A formal recognition program will recognize SIR members for their volunteer efforts on based on a tiered structure
- Non-members can receive honor points but are not eligible to be recognized as part of the award recognition program. Points earned as a non-member convey if a non-member becomes a member.

## Appendix B. Current List of SIR/F Committees

### SOCIETY COMMITTEES

#### Standing Committees

Ethics Committee  
Rules Committee  
Nominating Committee  
PREP Task Force  
Service Line Advisory Board

#### Finance Division

Audit Committee  
Finance Committee

#### Annual Meeting Division

Annual Scientific Meeting Committee  
Exhibitor Advisory Committee

#### Communications Division

Communications Advisory Committee  
IR Quarterly Editorial Board  
JVIR Editorial Board

#### Graduate Medical Education Division

IR Residency Task Force  
IR/DR Subcommittee on Implementation  
RFS Governing Council  
Student and Resident Committee  
IR Advisory Group

#### Health Policy and Economics Division

Carrier Advisory Committee  
Coding Advocacy Workgroup  
Coding Education & Application Workgroup  
Economics Committee  
FDA Device Forum  
Freestanding Workgroup

#### Standards Division

Pediatrics IR Subcommittee  
Position Statement Subcommittee  
Safety and Health Committee  
Standards of Practice Committee  
Technology Assessment Committee

### FOUNDATION COMMITTEES

#### Standing Committees

CLIA Accreditation Committee  
Diversity and Inclusion Committee  
Early Career Section Governing Council  
Finance Division International Task Force  
Medical Competency Development Committee  
Women in IR Governing Council

#### Clinical Research Education Division

Professional Education Advisory Committee

#### Development Division

Academic Support Committee  
Career Advancement Workgroup  
Endorsements Task Force  
Major Gifts Task Force Sponsorship Subcommittee  
Medical Education and Policy Division  
Grant Review Committee Outcome Measurement Subcommittee  
SIR Curriculum Review Study Workgroup

#### Peer Committees and Quality Outcomes Division

Comparative Effectiveness Committee  
Governing Council  
SIR Registry Subcommittee on ACR  
Government Affairs Quality Improvement Committee  
Health System Reporting Subcommittee  
RUC Workgroup  
SIR PAC Board of Directors

### FOUNDATION COMMITTEES

#### Standing Committees

Nominating Committee

#### Finance Division

Audit Committee  
Finance Committee

#### Clinical Research Trials Division

#### Development Division

Gala Auction Committee  
Major Gifts Task Force  
Research Education and Policy Division  
Grant Review Committee  
Grant Review Study Section

**Performance and Quality Outcomes Division**

Comparative Effectiveness Committee

IR Registries Committee

Performance and Quality Improvement Committee

Standardized Reporting Subcommittee



## Appendix C. SIR Conflict of Interest Policy

The volunteer leaders and senior staff of the Society of Interventional Radiology (“the Society”) have a duty of loyalty to the organization that includes a duty to avoid conflicts of interest and to provide undivided allegiance to the Society’s mission. Accordingly, it is the policy of the Society that all officers, directors, committee, division, and task force members, and staff shall scrupulously avoid any conflict between their own individual interests and the interests of the Society in any and all actions taken by them on behalf of the Society in their respective capacities. This policy requires the avoidance of actual, potential, or apparent conflicts of interest.

A conflict of interest exists when an individual participates in the deliberation and resolution of an issue of importance to the Society while, at the same time, the individual has other professional, financial, or volunteer responsibilities or interests outside the Society that could predispose or bias the individual to a particular view or goal, or otherwise create the appearance of impropriety.

A financial conflict exists when the Society considers the purchase of goods or services, a joint venture, endorsement, or other economic relationship with an entity with which an officer, director, committee chair or member, or staff member may have a substantial financial (substantial is defined as greater than \$10,000 per year or equivalent equity value) relationship by virtue of full or partial ownership, employment, consultation or royalty arrangement, or financial relationship of a relative.

Conflicts of interest that do arise shall be resolved in one of the following ways:

- For relatively minor conflicts, the individual must make full disclosure to the Society.
- For more serious conflicts, there must be full disclosure to the Society, and the individual may not participate in any discussion, debate, or vote on the issue for which there is a conflict (otherwise referred to as “recusal”).
- For serious, visible, continuing, or pervasive conflicts that cannot be remedied by disclosure and recusal, the individual must either divest him or herself of the conflict interest or voluntarily withdraw (or be removed involuntarily) from the Society position that he or she holds. Conflicts of interest will be evaluated on a case-by-case basis, taking into account all of the relevant facts and circumstances. The Society, and not the individual volunteer or employee, is the final arbiter of whether a conflict of interest exists and the appropriate response. Whenever there is a reasonable doubt as the existence of a conflict, the Society will err on the side of avoiding even the appearance of a conflict. Nothing in this policy will preclude the Society’s officers, Council members, and chairs of committees/division from accepting financial remuneration for serving on a corporate advisory board or similar service.

### Procedure

1. Each year, the Society’s officers, Council members, and chairs of committees, divisions, task forces, and other organizational bodies, as well as the Editor of the Journal on Vascular and Interventional Radiology and all senior administrative staff, will be required to disclose to the Society any situations or areas of actual, apparent, or potential conflict of interest. The attached form shall be used for this purpose.
2. Whenever an actual, apparent, or potential conflict of interest arises for a volunteer leaders or the Society’s Executive Director, the Society’s Operations Committee shall carefully evaluate the conflict and, with the assistance of legal counsel as necessary, determine the appropriate remedy. Conflicts of interest involving a

current or prospective Society employee, other than the Executive Director, shall be evaluated and resolved by the Executive Director, in consultation with the President and legal counsel, as necessary.

3. Those responsible for nominating or appointing volunteer leaders to positions on the Society's Executive Council, committees, division, task forces, or other organizational bodies should be alert for possible conflicts of interest and should explore questionable situations thoroughly before making the nomination or appointment.

*Amended by SIR Operations Committee June 30, 2009*

## **Appendix D. Antitrust Policy Society of Interventional Radiology**

SIR is a non-profit, national scientific organization committed to its mission of improving health and quality of life through the practice of interventional radiology. SIR is organized to promote education, research and communication in the field of interventional radiology while providing strong leadership in the development of health care policy.

SIR has a strict policy of compliance with federal and antitrust laws. The antitrust laws of the United States prohibit agreements, combinations and conspiracies that restrain trade among competitors. SIR members may be considered to be competitors for purposes of antitrust challenges even if their practices are not in the same geographic areas. The penalties for violations of the antitrust laws are severe for medical societies and their members.

In all SIR activities, each member, as well as SIR staff, shall be responsible for following the association's policy of strict compliance with the antitrust laws. The SIR officers and committee chairs shall ensure that this policy is known and adhered to in the course of activities pursued under their leadership. Antitrust compliance is the responsibility of every SIR member and SIR staff.

### **General Antitrust Compliance Principles**

SIR will not become involved in the competitive business decision of its individual members, nor will it take any action that would tend to restrain competition. SIR is firmly committed to the principle of competition served by the antitrust laws, and good business judgment demands that every effort be made to assure compliance with all applicable federal and state antitrust laws and trade regulations.

SIR members in separate practices cannot come to understandings, make agreements, or otherwise concur on positions or activities that in any way tend to raise, lower, or stabilize prices or fees, allocate or divide up markets, or encourage or facilitate boycotts. Individual SIR members must make decisions regarding the amounts they charge for their services and other terms of dealing with patients, vendors, and third party payors on their own and without consultation with their competitors or SIR.

The antitrust laws are complicated and often unclear. If any member is concerned about being in a "gray area," the member should consult with an antitrust attorney. If the conversation among competitors at an SIR meeting turns to antitrust-sensitive issues, participants should discontinue the conversation until legal advice is obtained or leave the meeting immediately.

Discussions of pricing or boycotts as part of SIR-scheduled programs or at SIR-sponsored meetings could implicate and involve the SIR in extensive and expensive antitrust challenges and litigation. In addition, the U.S. Supreme Court has determined that an association can be held liable for statements or actions in antitrust-sensitive areas by volunteer leaders who claim to speak for the association, even if they are not authorized to speak in that area. Directors and officers of SIR must, therefore, make clear whether they are speaking in their official capacity when they address such issues; by contrast, if they are making personal remarks outside of an SIR setting, the speaker should clearly state that he or she is speaking for him or herself, and not on behalf of the SIR.

To assist the SIR staff, officers, directors and committee chairs in recognizing situations that may give the appearance of an antitrust concern, the Executive Council shall provide to each such person, copies of this antitrust compliance statement. In addition, this statement shall be referenced at the start of each meeting where SIR business will be discussed, and this action will be noted in the minutes of the meeting.

Any violation of the antitrust policy will be brought to the attention of the Executive Council, and the Council will deal with it in a timely and appropriate manner. The Executive Council will consult with legal counsel when questions arise as to the manner in which the antitrust laws may apply to the activities of SIR.



## Specific Rules of Antitrust Compliance

1. SIR activities shall not be used for the purpose of bringing about, or attempting to bring about, any understanding or agreement, written or oral, formal or informal, expressed or implied, among competitors with regard to prices or fees, terms or conditions of sale, discounts, territories or customers. For example, any agreement by competitors to “honor,” “protect,” or “avoid invading” one another’s geographic areas, practice specialties, or patient lists would violate the law.
2. SIR activities and communications shall not include discussion or actions, for any purpose or in any fashion, of prices or pricing methods or other limitations on either the timing of services or the allocation of territories or markets or customers in any way. For example, SIR members cannot come to understandings, make agreements, or otherwise concur on positions or activities that are directed at fixing prices, fees, or reimbursement levels. Likewise, SIR members cannot collectively make agreements as to whether they will or will not enter into contracts with certain managed care plans. Even if no formal agreements are reached on such matters, discussions of prices, group boycotts, or market allocations followed by parallel conduct in the marketplace can lead to antitrust scrutiny or challenges. Members may, however, consult with each other and freely discuss the scientific and clinical aspects of the practice of medicine.
3. SIR shall not undertake any activity that involves exchange or collection and dissemination among competitors of any information regarding prices, pricing methods, cost of services or labor, or sales or distribution without first obtaining the advice of legal counsel, when questions arise as to the proper and lawful methods by which these activities may be pursued. For example, caution should be exercised in collecting data on usual and customary fees, managed care reimbursement levels, workforce statistics, and job market opportunities. While the mere collection of data on such matters is permissible if certain conditions are met, antitrust concerns may arise if the data become the basis for collective action.

In general, SIR activities and communications shall not include any discussion or action that may be construed as an attempt to: (1) raise, lower, or stabilize prices; (2) allocate markets or territories; (3) prevent any person or business entity from gaining access to any market or to any customer for goods or services; (4) prevent or boycott any person or business entity, including managed care organizations or other third party payors, from obtaining services freely in the market; (5) foster unfair trade practices; (6) assist in monopolization; or attempts to monopolize; or (7) in any way violate applicable federal or state antitrust laws and trade regulations. The actual purpose and intent of SIR’s policies and programs are important in this regard. They cannot be aimed at accomplishing anti-competitive objectives.

Approved by the SIR Executive Council June 14, 2014

## **Appendix E: Volunteer Engagement Levels**

### **Level 1**

Activities involve becoming an SIR member and taking advantage of benefits that require minimal time and participation. Some of these activities include annually renewing your membership dues, signing up for online education, or giving to the SIR PAC or donor programs.

### **Level 2**

Activities involve little time, while still allowing you to interact with your colleagues, share expertise, and further the specialty with your contributions. The activities may include attending the SIR Annual Meeting & SIR EXPO, or submitting an article to *JVIR* or *IR Quarterly*.

### **Level 3**

Activities involve a moderate amount of time and participation that may include conference calls, in-person meetings, and reviewing and editing materials and policies. Examples are participation in a Section, joining one a committee in your specialty area, or becoming a journal reviewer.

### **Level 4**

Activities involve significant time and participation. Opportunities at this level include involvement at the leadership level of a section or committees, developing content for educational products, or participating on a panel charged with developing clinical practice guidelines and quality measures.

## Appendix F. Committee Timeline for Staff Liaisons

1. At least six months prior to the Annual Scientific Meeting, the Senior Manager, Volunteer Engagement and Development will email meeting time slot notices to committee chairs for their approval.
2. At least three months prior to the Annual Scientific Meeting, the Senior Manager, Volunteer Engagement and Development will email all committee members a generic meeting announcement, including a link to the annual meeting webpage. Committee members will be encouraged to check this page frequently for an updated committee schedule, as rooms are subject to change.
3. At least one month before the committee meeting, staff liaisons should send a meeting announcement to all committee members.
4. At least one month before the committee meeting, staff liaisons should assist the committee chair and/or co-chair with compiling meeting agendas and necessary documents for the upcoming committee meeting.
5. At least two weeks prior to the committee meeting, staff liaisons must send reminder notices to committee members including the agenda, minutes from previous meeting, and any supporting documents. Include a RSVP to confirm attendance. Staff liaisons are responsible for compiling all RSVPs and submitting counts to Meetings seven days prior to the meeting date.
6. No more than one week after the committee meeting, staff liaisons are responsible for submitting attendance rolls to the Senior Manager, Volunteer Engagement and Development.
7. No more than two weeks after the committee meeting, staff liaisons must submit a copy of the draft minutes and any supporting documents to the committee chair and/or co-chair for approval.
8. No more than three weeks after the committee meeting, staff liaisons are responsible for saving their minutes to the J drive.
9. No more than three weeks after the committee meeting, staff liaisons are responsible for sending out the meeting minutes to all committee members.