

# 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 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 and foundation 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 optimize minimally invasive patient care.

### **Mission**

To improve lives through image-guided therapy.

### **Core values**

- **Innovation:** SIR leads the way for others and champions the development, evaluation and use of new technologies that improve patient outcomes.
- **Agility:** SIR takes a nimble approach to problem solving and readily accepts the need to learn new skills and ways of working.
- **Confidence:** SIR takes pride in the specialty and what it contributes to patient care.
- **Collaborative:** SIR seeks out ways to work with organizations to advance shared goals and builds relationships that benefit all parties, especially patients.
- **Patient-driven:** SIR works to ensure that patient outcomes are the ultimate metric of success.
- **Scholarship:** SIR and its members are devoted to building IR through the advancement of medical knowledge and evidence-based medicine.
- **Ethics:** SIR and its members adhere to the highest standards of ethical behavior, placing the interests of patients first.

### **SIR Foundation mission**

SIR Foundation is a scientific foundation dedicated to fostering research in interventional radiology for the purposes of advancing scientific knowledge, increasing the number of skilled investigators, and developing innovative therapies that lead to improved patient care and quality of life. The foundation is committed to fostering the development and enhancement of innovative, minimally invasive, image-guided therapies from inception to mature clinical application and to conducting educational programs in the service of its mission.

## Volunteer group overview

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In accordance with the bylaws of the Society of Interventional Radiology and its foundation, committees are broadly separated into standing committees (i.e., those that are mandated by the society's bylaws) and other committees. For SIR's purposes, "other committees" are further divided into subcommittees, advisory groups and task forces. In addition to committees, SIR's volunteer groups consist of section governing councils, clinical specialty councils and editorial boards.

### Standing committees

Standing committees are authorized in the bylaws to perform specific functions. The current standing committees include the executive committee, the finance committee, the rules committee, the membership committee, the ethics committee, the 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.

### Committees and advisory groups

The SIR and SIR Foundation Boards of Directors have the authority to establish, appoint or terminate committees and give them duties and authority deemed necessary and appropriate. The boards of directors prescribe and monitor the roles and responsibilities of such committees to ensure alignment with the strategic plan.

In addition to the traditional clinical and cross-functional committees and faculties, advisory groups are also considered other committees. Advisory groups are responsible for enhancing the society and foundation's interests, programs and projects. Occasionally, advisory groups are established to assist in specific committee tasks.

### Divisions

Volunteer groups 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 the SIR and SIR Foundation Boards of Directors. All divisions are chaired by members of the SIR and SIR Foundation Steering Council, who interface with the leadership from each committee within that cluster. Staff liaisons may serve as consultants to the division.

### Clinical specialty councils

The Society of Interventional Radiology (SIR) Clinical Specialty Councils are charged with advising and developing programs and services for SIR members on both image-guided procedures and non-procedural patient care. Specific to each Clinical Specialty Council shall provide critical assessment and oversight of the overall status of IR and of existing SIR activities within that clinical domain. Additionally, the Clinical Specialty Councils are responsible for integrating with SIR and SIR Foundation efforts in clinical practice development, economics and health policy, research, quality, education/training, and communications into an overall development strategy for that clinical domain; and effectively communicate the Clinical Specialty Councils strategic direction to the other SIR divisions on an ongoing basis. A Clinical Specialty Councilor leads each group and represents it on the SIR and SIR Foundation Steering Council.

### Task forces

Task forces are temporary groups established to accomplish specific goals or assignments within a defined timeframe. They typically consist of fewer members than a committee and are disbanded once their designated work is completed.

### Subcommittees and workgroups

A subcommittee is a narrowly focused, topic-specific volunteer group reporting to a larger, broader group. A workgroup is an action-oriented group tied within the specific committee or subcommittee charged with completing several tasks.

### Governing councils

A governing council consists of the leadership and councilors of an SIR section and provides guidance and oversight to all—

volunteer groups within the section.

## Volunteer group structure and responsibilities

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### Terms and positions

Most volunteer groups are structured as follows:

- Chair
- Vice chair
- Members (maximum of 20)
- Consultants (maximum of 5)
- Staff Liaison
- Ex officio members (as warranted)

Members can serve on a specific group 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 volunteer group until the passage of at least one year.

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 committee.

Volunteer group chairs entering their final year of service are advised to identify a candidate for vice chair. The vice chair will serve a one-year term to allow shadowing the chair on their final year to facilitate an easier transition of leadership, with increased opportunities to build strategic capacity within each volunteer group.

### Limit on volunteer service

Volunteers are limited to serving on no more than three groups at a time; however, at the discretion of the membership committee, they may be approved to serve on more than three. Society and foundation policies recommend a maximum of 20 voting members on each group, 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 group. However, they may apply for membership on other SIR or foundation volunteer groups. The target number of consultants within a group will be no more than **five** per committee. Consultants may serve a single term up to two-years.

### Volunteer appointment process

Any member of the society in good standing can apply to be appointed to an SIR or foundation volunteer group. Per the SIR bylaws, all chairs shall have been members in good standing of the society for a minimum of three years.

The call for volunteers is published annually in late summer. Applicants must submit an online application by mid-September of each year. The open call for applications may vary slightly each year; for the exact dates and deadlines visit [sirweb.org](http://sirweb.org). All applications received by the published date are processed by SIR staff and distributed to the volunteer group leadership. Chairs and vice chairs (if applicable) make recommendations for reappointments, new appointments and removals. Recommendations are submitted to the governance and volunteer engagement team, who ensures all such recommendations are in keeping with SIR volunteer policies. All volunteer appointments shall be submitted by the governance and volunteer engagement team to be approved by the SIR Board of Directors.

Applicants are notified regarding appointments electronically in December. Terms begin and end upon the completion of the annual members' business meeting. Newly appointed members are given the opportunity to familiarize themselves with the volunteer group by attending the meeting prior to the start of their term as an invited guest.

## **SIR Board of Directors**

The SIR Board of Directors is the chief governing and policymaking body of SIR made up of SIR's member interventional radiologists. The board of directors 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. Board terms begin at the annual members' business meeting. The council meets in person three times per year.

The officers of the society shall be the president, president-elect, secretary, and treasurer. The president, president-elect and secretary of SIR are the voting members of the executive committee of the board of directors. The immediate past president, treasurer, SIR Foundation chair and a rotating member of the board of directors are nonvoting invited guests of the executive committee, along with the SIR Executive Director. Between meetings of the board of directors, the executive committee has all the powers and responsibilities of the board of directors and may conduct any business matter that requires attention.

## **SIR Foundation Board of Directors**

SIR Foundation is governed by a board of directors charged with advancing the foundation's mission and goals through the acquisition and judicious deployment of funds. The SIR Foundation Board of Directors oversee activities that consist of developing research strategy in interventional radiology; reviewing grant applications to the foundation's grant programs; developing new research programs that foster the development of, or validate, innovative interventional radiology therapies; increasing the number of interventional radiologists participating in basic and clinical research; developing educational programming focused on strategic areas needing research; fostering the development of interventional radiology researchers; fundraising; finance including investment, budget, reporting and auditing; communications to internal (interventional radiology) and external (other disciplines, industry) constituencies.

## **SIR and SIR Foundation Steering Council**

The SIR and SIR Foundation Steering Council is responsible for moving forward strategic initiatives and priorities of the SIR and SIR Foundation strategic plan. This collaborative group reviews issues and opportunities that arise from divisions, clinical specialty councils, committees and sections. The steering council encourages and places an emphasis on proposals that include collaborative input and engagement across divisions and clinical specialty councils to address critical issues.

The steering council is made up of:

- SIR Past President (Chair of the steering council)
- SIR Foundation division chairs
- SIR division chairs
- Clinical specialty councilors
- At-large members (as needed)

## **Staff involvement**

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

## Volunteer policies

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### **Conflict of interest and financial relationship disclosure**

The Society of Interventional Radiology and SIR Foundation support fair and unbiased participation of our volunteers in SIR and foundation 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 or foundation 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.

### **Dual role policy**

To provide opportunities to all interested SIR members, volunteers are limited to serving as a member or chair on no more than three volunteer groups at a time. To support leadership development, volunteers may only serve in a leadership capacity on one volunteer group at a time, unless the appointment is in an ex officio capacity, or other short-term, project-specific workgroup or task force. For the purposes of this policy, leader is defined as an individual that serves as an SIR division councilor, SIR Foundation division chair, SIR clinical specialty council councilor, or any position above these levels within SIR or SIR Foundation. SIR and SIR Foundation officers are unable to serve as a member of volunteer groups during their tenure unless in an ex officio capacity.

### **Antitrust compliance**

The Society of Interventional Radiology and SIR Foundation have 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 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 and foundation activities, each member, as well as SIR staff, shall be responsible for following the SIR and foundation policies of strict compliance with the antitrust laws. SIR and foundation officers, councilors, volunteer 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.

### **Intellectual property rights agreement**

All SIR and foundation 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 SIR or the foundation unless indicated otherwise.

SIR and foundation materials include any works authored, co-authored or contributed by the undersigned during their past, present or future service as a member of any volunteer group, as well as any related materials used for audio-visual presentation.

### **Confidentiality agreement**

At the discretion of the chair and staff liaison, some volunteer group 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 group.

### **Volunteer group meetings and minutes**

If necessary, in-person volunteer group meetings are usually held during the Annual Scientific Meeting; however, not all groups meet during these times.

A blast email will be sent to all volunteers advising them of the location of the meeting schedule on SIR's website. Volunteers must attend all meetings of their volunteer group; therefore, they are responsible for checking the schedule and resolving any conflicts to allow for meeting attendance. As a rule, travel expenses are not reimbursed for meetings

held in conjunction with the Annual Scientific Meeting, unless previously approved.

Volunteers **must** have electronic communication capabilities with email and web access to support virtual meeting applications. Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal. Consequently, volunteer group chairs may suggest the names of replacements for appointment by the membership committee.

### **New volunteer groups and group dissolution**

New society or foundation volunteer groups can be created by the membership committee, the SIR or SIR Foundation Board of Directors or at the request of members. Please contact [volunteer@sirweb.org](mailto:volunteer@sirweb.org) for more information or if you are interested in creating a new volunteer group.

Volunteer groups can be dissolved by vote of the membership committee and approval by the board of directors. Recommendations for dissolution can come from the following sources: members of the board of directors or steering council, chairs of volunteer groups or group membership. The membership committee is responsible for analyzing recommendations for volunteer group dissolution and presenting its findings to the SIR or SIR Foundation Board of Directors.

### **Volunteer group restructuring**

As part of the volunteer appointment process and with the oversight of the membership committee, volunteer group chairs review the charge and structure of the group to ensure effectiveness and adherence to the overall mission and vision of the society and the foundation.

## Sections

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SIR sections exist within the society for members who share a special area of interest or stage of life. Sections cultivate ideas and develop programs within this special interest that improve patient care through image-guided therapy.

The function of a section 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, when applicable, are set annually by the board of directors and vary by section based on the goals established for that group.

### Current SIR sections

- **Resident, Fellow and Students (RFS)**  
The purpose of the RFS Section is to promote the clinical paradigm of interventional radiology practice at the resident, fellow, and medical student level by introducing the specialty to trainees passionate about the ideas that embody the future of IR, by stressing the necessity of becoming disease experts and, above all else, by focusing on patient-centered care.
- **Early Career section (ECS)**  
The purpose of the ECS is to provide a platform in which members of SIR new to the practice of interventional radiology can develop a knowledge and resource base, network, participate in decision-making and serve as a resource to the board of directors.
- **Women in IR (WIR)**  
The purpose of the WIR is to promote women within the specialty by inspiring and empowering women interventional radiologists to achieve their personal and professional goals and to serve as a resource to the board of directors.
- **Association of Program Directors in Interventional Radiology (APDIR)**  
The Association of Program Directors in Interventional Radiology works to stimulate interest in and to provide guidelines for teaching in cardiovascular and interventional radiology, and to address the educational, regulatory and financial issues that affect the future of IR.
- **Association of Chiefs in Interventional Radiology (ACIR)**  
ACIR is dedicated to the advancement of the art and science of interventional radiology by the promotion of medical education, research and patient care, the development of methods of undergraduate and graduate teaching in interventional radiology and the provision of a forum for discussion of problems and mutual interest among interventional radiology chiefs.
- **Nurse Practitioners and Physician Assistants section (NPPA)**  
The Nurse Practitioners and Physician Assistants Section was established within SIR to provide a forum in which members who are Advanced Practice Nurses (i.e., Nurse Practitioners and Clinical Nurse Specialists) or Physician Assistants, can work together to exchange information, education and resources to excel.
- **Underrepresented Minorities section (URM)**  
The Section for Underrepresented Minorities (URM) in IR is chartered to provide a forum for people interested in the advancement of the medical field of interventional radiology to underrepresented minority communities to share information, receive and give counsel and serve as a resource to others interested in this area of interventional radiology.

## **Formation of sections**

The SIR section manual outlines the process for 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.

Sections may be created by the SIR Board of Directors or at the request of membership. To apply for section status, a proposed section must submit documentation containing:

- Prospective section objectives
- Description of the subject area that will be addressed by the section
- Description of how the establishment of a section will further the SIR's ability to meet its mission
- Proposed first-year activities. If applicable, justification must be included on why the change in status from a committee to a section is warranted.

## Volunteer position descriptions

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The responsibilities listed below portray a broad overview of the expectations of each role. For more detailed position descriptions, please visit [sirweb.org/volunteerresources](http://sirweb.org/volunteerresources).

### Responsibilities of SIR Division Councilors and SIR Foundation Division Chairs

1. Serve as the primary representative for society and foundation volunteer groups on the steering council.
2. Review the agenda for upcoming meetings. Staff liaisons will submit a copy of the agenda to the division councilor.
3. Present a brief report during the division meeting on the current society or foundation activities as recommended by volunteer group chairs.
4. Report to the steering council, or if applicable, the board of directors on any action items. The councilor should act as the volunteer group's advocate, explaining the reason the group has brought a matter to leadership's attention.
5. Report to the division's volunteer groups any actions or strategic discussions by the board of directors that would affect the performance of such groups.
6. Attend volunteer group meetings within the division.
7. Treat other volunteers and staff with respect and courtesy.

### Responsibilities of volunteer group chairs

1. Serve as strategic leader who understands the SIR mission and vision and can link the group's activities with the strategic goals.
2. Serve as the primary contact for society and foundation inquiries relating to the group's area of interest or expertise.
3. Prepare a work plan for the year to guide the volunteer group in its actions as outlined by the strategic plan and group charge. Additionally, submit reports to the division councilor to keep leadership informed of group activities.
4. 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.
5. Structure the meeting agenda to ensure that relevant and timely topics of interest are addressed. Minutes from the previous meeting and any requisite subcommittee minutes should be the first agenda item for approval during the meeting.
6. Champion accountability and performance evaluation for the volunteer group. Facilitate all meetings and conference calls to ensure all agenda items are addressed. Delegate assignments to involve all volunteers.
7. Complete and submit a conflict of interest disclosure annually and require that one is signed by each member of the committee.
8. At the start of each meeting, remind volunteers and any other meeting attendees of the need to comply with the society's conflict of interest and antitrust policies and request that any member disclose any new conflicts.
9. Meet prior to and after each meeting with the staff liaison to summarize the tasks completed and discuss any actions requiring board of directors approval or awareness.
10. Make recommendations for volunteer appointments and reappointments, including the appointment of a successor as vice chair.
11. Between meetings, send a copy of all volunteer group correspondence to the division cluster chair and staff liaison.
12. Ensure that members abide by their duties as described and recommend action for members and consultants who do not actively participate. Treat other volunteers and staff with respect and courtesy.

## Responsibilities of volunteer group members and consultants

### *Members*

1. Serve a key role on the volunteer groups by acting on behalf of the society and/or the foundation.
2. Support and further the goals and objectives of SIR and the foundation.
3. Devote the time and effort required to accomplish the group's objectives. Come to meetings prepared to discuss agenda items.
4. Fulfill volunteer assignments on a timely basis as delegated by the group chair.
5. Review the meeting agenda, minutes from the previous meeting and any supporting documents for the meeting. Volunteers and society representatives will receive these materials from their staff liaison prior to the meeting.
6. Attend all group 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 meeting. Volunteers must notify the chair and staff liaison if not participating in an upcoming meeting or conference call.
7. Agree to comply with the organization's conflict of interest and antitrust policies and disclose any new conflicts as they arise.
8. Treat other volunteers and staff with respect and courtesy.

### *Consultants*

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

## Responsibilities of staff liaisons

1. Serve as the intermediary between the volunteer group and society.
2. Assist the chair with all group activities and in communicating with volunteers.
3. Prepare and distribute meeting materials, including agendas and supporting documents, minutes, etc. in a timely manner.
4. Maintain a file containing all volunteer group materials and save documents on the all-staff server in the specified location.
5. Notify volunteers of the time and place of the next group meeting once details have been finalized.
6. Arrive at least 15 minutes prior to the start of in-person meetings to check room arrangement and distribute meeting materials.
7. Briefly meet after adjournment with the volunteer group chair to summarize tasks completed, what follow-up actions are required and discuss any items for submission to the board of directors as action items.
8. Submit an initial draft of the meeting 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 meeting.
9. Treat all volunteers and other staff with respect and courtesy.

## Volunteer resources

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### **SIR volunteer resources page**

SIR's volunteer resources are found online at [sirweb.org/volunteerresources](http://sirweb.org/volunteerresources). This page acts as a central hub of information for all SIR and SIR Foundation volunteers. The links within the site provide an overview of the SIR's business rules, governance structure, strategic plan and volunteer policies, as well as information about different volunteer groups, position descriptions and important dates.

### **SIR volunteer orientation**

All SIR volunteers are required to complete an online volunteer orientation course, which was created to ensure that SIR and SIR Foundation's volunteers are fully prepared to serve, equipped with a basic understanding of the society's and foundation's operations and of their roles and responsibilities as volunteers. This course is assigned to annually to all new volunteers. If you do not have access to the course in your SIR Education Center account, please contact [volunteer@sirweb.org](mailto:volunteer@sirweb.org).

### **SIR Connect**

SIR Connect is an online community that consists of more than 8,000 active members. SIR Connect is a great resource for interventional radiologists to connect with peers who share the same interests, network with colleagues and participate in multiple volunteer opportunities. With discussion boards focused on topics ranging from IR treatment of oncology to venous disease to renal health, SIR Connect also houses communities for SIR sections and clinical specialty areas. SIR Connect allows members to connect using an online directory, stay up to date on SIR and SIR-endorsed events and apply to volunteer within the society.