

Role and qualifications as defined by the SIR and SIR Foundation Steering Council

The SIR Annual Scientific 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.

Qualifications

- Shall have been a 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 ten years
- Shall have demonstrable expertise in education and programming, the scientific peer review process, current literature or meeting planning and coordination
- Shall adhere to all SIR member, volunteer, and leadership policies, to include possession of the highest ethical standards, disclosure and mitigation of all potential conflicts of interest, and strict compliance with local and national antitrust laws

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 to the meeting format and introduces needed changes and enhancements to the program structure. The program chair serves for one year on the SIR and SIR Foundation Steering Council, representing the unique needs and benefits of the annual scientific meeting program.

Additional duties of the councilor include:

- Serve as a strategic leader who understands the SIR mission and vision and can link the duties of this position with the strategic goals of the society.
- Divest all financial relationships in the year serving as SIR Annual Scientific Meeting Program Chair (Year 4).
- Review financial updates from staff regarding the annual scientific meeting budget on regular basis.
- Serve on SIR and SIR Foundation Steering Council (1 year term – Year 4).
- Plan a cohesive and current program that addresses the identified needs of SIR members and attendees. Finalize the full educational schedule to mitigate conflicting topics. Ensure the final educational program is ready for publication 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.
- As requested, provide updates about the Annual Scientific Meeting to the Steering Council and SIR and SIR Foundation Boards of Directors.
- Work with SIR staff to market topics of interest within the meeting program to SIR members and potential attendees.
- Work with the SIR staff on daily program schedules and special events.
- Follow ACCME guidelines, SIR procedures and works with SIR staff to ensure compliance.
- Produce a meeting that is congruent with the society's mission and strategic plan.

- Attend all in-person and virtual meetings of the Annual Scientific Meeting Committee throughout the full term of service, all in-person and virtual meetings of the Steering Council during the year serving as Annual Scientific Meeting Program Chair, and any other meetings as necessary.

Appointment and term in office:

The term of the SIR Annual Scientific Meeting Program Chair is one year. The position is successive, and this is the fourth year of a full five-year committee commitment. To accomplish a smooth transition in the management of the SIR Annual Scientific Meeting, the succession shall be as follows:

- Year 1 – Annual Scientific Meeting Special Programs Chair
- Year 2 – Annual Scientific Meeting Scientific Chair
- Year 3 – Annual Scientific Meeting Vice Program Chair
- Year 4 – Annual Scientific Meeting Program Chair
- Year 5 – Annual Scientific Meeting Past Chair

The position of the annual scientific meeting program chair is an appointed position. Terms begin at the adjournment of the Annual Members' Business Meeting.

Compensation/reimbursement

The SIR Annual Scientific Meeting Program Chair receives no compensation for serving on this committee. Travel expenses for approved SIR travel are reimbursed per the SIR Leadership Travel Policy.