



BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

SUBCOMMITTEE's STANDARD OPERATING PROCEDURE

Task: COMMUNICATION SUBCOMMITTEE	
DATE:	Revised 03/05/2019
Reference:	BSIR SOP Communications Committee
Purpose:	To outline the process and activities required by the committee, identify the responsibilities of committee members, reporting to council and areas that need council sanction.
Responsibility:	Chairman
Accountability:	BSIR Council
Eligibility:	<p>To be able to stand for the position of Communication committee the following should apply:</p> <ol style="list-style-type: none"> 1. Member of BSIR in good standing 2. IR position in a UK hospital <p>To be able to stand as a junior member of Communication Committee the following should apply:</p> <ol style="list-style-type: none"> 1. Member of BSIR in good standing 2. Strong interest in interventional radiology 3. ST2+ in training
Committee:	<p>The Communication committee has 5 members: Past Chairman, Chairman, Deputy, member & junior representative, 1 or more.</p> <ul style="list-style-type: none"> • Chair to be part of BSIR Council. • Committee Members will serve a term of 3 years starting as the first year Committee Member, progression to Deputy Chair and then Chair of the Committee. Thereafter they may be asked to remain as ex-officio Members where necessary for on-going commitments to the Committee in agreement with the Chair. Junior member to serve a term of 1 year. • Elections to take part each year, for 1 Full Member and 1 Junior Member by electronic ballot, the winner being the nominee who achieves most votes. In the event of a tie, a further vote will be carried out amongst eligible Council Members.
Roles and responsibilities:	<p>Responsibilities of the Committee</p> <p>To ensure smooth running of the website and presentation of content provided by other BSIR subcommittees. Communicate via the website and social media the aims of the society, latest news from the society and in Interventional Radiology.</p> <ul style="list-style-type: none"> • PR company liaison

	<ul style="list-style-type: none"> • Website design liaison • Social media content <p>Role of the Committee members.</p> <p>1 Roles:</p> <ul style="list-style-type: none"> • <u>Chairman:</u> Co-ordinate and be responsible for the overall planning of the communication & PR strategy. Directly liaise with council and the secretariat about strategy and activity. • <u>Deputy:</u> Support the chairman, deputise if the chairman is unavailable to attend meetings. Liaise with the PR company and web design company. To act as direct liaison to the SPC Chairman / Deputy for the IT infrastructure to support the ASM. • <u>Member:</u> Perform delegated tasks from the chairman and deputy. • <u>Past Chairman:</u> Continue to drive forward policy and plans put into place during his/her term of office. • <u>Junior representative:</u> Collaborate with the committee on social media policy and help with generating and monitoring social media content produced by the PR Company and members. BSIRT liaison
Duties:	<ol style="list-style-type: none"> 1. To arrange virtual and / or real time meetings as required ensuring that the timeline is adhered to. 2. All members should attend at least 50%, noting that failure to attend 3 consecutive meetings may lead to replacement. 3. To attend Council meetings as requested (Chairman & deputy)