



# BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

## **SUBCOMMITTEE's STANDARD OPERATING PROCEDURE**

Task: <b>MEMBERSHIP AND RULES SUBCOMMITTEE</b>	
DATE:	Revised 03/05/2019
Reference:	BSIR SOP Membership and Rules Committee
Purpose:	<p>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.</p> <p>The Membership and Rules Committee is responsible for constitution and membership issues, assisting in developing standards and is also responsible for organising the SpR scholarship essays.</p>
Responsibility:	Chairman
Accountability:	BSIR Council
Eligibility:	<p><b>To be able to stand for the position of Membership &amp; Rules committee the following should apply:</b></p> <ol style="list-style-type: none"> <li>1. Member of BSIR in good standing</li> <li>2. IR position in a UK hospital</li> </ol> <p><b>To be able to stand as a junior member of Membership &amp; Rules Committee the following should apply:</b></p> <ol style="list-style-type: none"> <li>1. Member of BSIR in good standing</li> <li>2. Strong interest in interventional radiology</li> <li>3. ST2+ in training</li> </ol>
Committee:	<p>The Membership &amp; Rules committee has 5 members: Past Chairman, Chairman, Deputy, Full Member and Junior Member.</p> <ul style="list-style-type: none"> <li>• Chair to be part of BSIR Council.</li> <li>• 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.</li> <li>• 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.</li> </ul>

<p>Roles and responsibilities</p>	<p>Responsibilities of the Committee</p> <ul style="list-style-type: none"> <li>• The role of the Membership &amp; Rules Committee is to assist the BSIR Council Members in matters relating to Society membership and governance. <ul style="list-style-type: none"> <li>○ This includes oversight of data protection procedures with the Society.</li> <li>○ The committee also has a liaison/support role for SIRNR.</li> </ul> </li> </ul> <p>Role of the committee members</p> <ol style="list-style-type: none"> <li>1. Roles: <ul style="list-style-type: none"> <li>• <b><u>Chairman:</u></b> Arrange and chair meetings. Set agendas. Complete newsletter updates, and updates for council. Disseminate information to membership. Respond to requests from council. Communicate with council to authorise initiatives started by committee. To co-opt members as required following authorisation from BSIR council.</li> <li>• <b><u>Deputy:</u></b> SIRNR Liaison</li> <li>• <b><u>Member:</u></b> Assist chair and deputy as above.</li> <li>• <b><u>Junior Member:</u></b> BSIRT Liaison</li> <li>• <b><u>Past Chairman:</u></b> assist in completion of prior projects. Ensure smooth continuity of committee function.</li> </ul> </li> </ol>
<p>Duties:</p>	<ol style="list-style-type: none"> <li>1. To arrange virtual and / or real time meetings as required to ensure that the timeline is adhered to.</li> <li>2. All members should attend at least 50%, noting that failure to attend 3 consecutive meetings may lead to replacement.</li> <li>3. To attend Council meetings as requested (Chairman &amp; deputy)</li> </ol>