



BRITISH SOCIETY OF INTERVENTIONAL RADIOLOGY

COMMITTEE'S STANDARD OPERATING PROCEDURE

Task: BSIR Women & Diversity committee	
DATE:	14/5/2019
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Reference:	BSIR SOP BSIR Women and Diversity committee
Purpose:	<p>In order to attract the best doctors IR needs to be welcoming and inclusive to all. BSIR must also be cognisant of the impact of attitudes to diversity on our membership and our specialty.</p> <p>The aims and objectives of the committee are to promote equality of access to a career in IR. Identify methods to reduce barriers to recruitment to IR and support doctors to overcome such barriers.</p> <p>Inspire and encourage students and doctors of all backgrounds to pursue a career in IR</p>
Responsibility:	Chairperson
Accountability:	BSIR Council
Eligibility	<p>To be able to stand for the position of Women & Diversity committee the following should apply:</p> <ol style="list-style-type: none">1. Member of BSIR in good standing2. IR position in a UK hospital <p>To be able to stand as a junior member of Women and Diversity Committee the following should apply:</p> <ol style="list-style-type: none">1. Member of BSIR in good standing2. Strong interest in interventional radiology3. ST2+ in training

Committee:	<ul style="list-style-type: none"> • The Women & Diversity committee has 5 members: Past Chairman, Chairman, Incoming Chair, Full Member and Junior Member. • 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> <ul style="list-style-type: none"> • To run two annual Women in IR networking events, one at IOUK and one at BSIR. • Develop a forum for discussion and raising awareness for BSIR members via social media and web based platforms and news articles • Develop a survey to assess member attitudes and awareness of woman and diversity in IR • Promote IR to medical students and doctors in training • Promote equal opportunities to all and provide professional support to BSIR members for career progression and resilience <p>Role of the committee members</p> <ol style="list-style-type: none"> 1. Roles: <ul style="list-style-type: none"> • <u>Chairman:</u> Co-ordinate and be responsible for the overall planning of matters and delivery of tasks pertaining to Women and Diversity. To lead and co-ordinate the subcommittee with regards appropriate virtual and face-to-face meetings as required. To produce an annual report of activities and submit in writing to the council meeting preceding the annual general meeting. To co-opt members as required following authorisation from BSIR council. Directly liaise with council and the secretariat about strategy and activity. • <u>Incoming Chair:</u> Assist chair as above. • <u>Members:</u> To assist the Chair & Deputy with duties. • <u>Junior Member:</u> BSIRT Liaison • <u>Past Chairman:</u> On-going commitments to the Committee.

Individual duties
of the Women
and Diversity
members

1. All members should attend at least 50% of the face to face and virtual Women and Diversity meetings, noting that failure to attend 3 consecutive meetings may lead to replacement.
2. To participate in the Women and Diversity projects and adhere to the agreed deadlines.
3. To promote Women and Diversity through social media.
4. To attend Council meetings as requested by BSIR secretariat (Chairman & deputy).

