

Role	IPEM Special Interest Group Member
Term of Office	3 years standard, can be extended to an additional 2 years as secretary and 2 years as a chair
Meetings	1 core face to face meeting with the SIG per year starting in September after the AGM in York to meet the staff in the National Office who can support the SIG. Then either 2 all day meetings in person or online in January and May Or Regular monthly short online Teams meetings (1 to 1.5 hours). This format is possible as it can ensure better attendance for some groups and could be easier to incorporate in working patterns. (the SIGs can decide how they want to meet)
Why volunteer?	Sharing your professional knowledge, enthusiasm and personal time means we can work together on our mission to improve health through physics and engineering in medicine. Volunteers are key to achieving IPEM's charitable objective through its strategy.
Where does this role fit in?	The work of our SIGs plays a vital role in all three areas of our strategy: <ol style="list-style-type: none"> 1. providing learning and professional development services, 2. building a vibrant and inclusive community 3. leading on professional knowledge and innovation. <p>SIG work in Professional Development:</p> <ul style="list-style-type: none"> • Planning and delivering a programme of scientific and educational meetings with the help of an events panel • Supporting and encouraging relevant educational programmes. • Advise on IPEM approval for external courses. <p>SIG work in Community</p> <ul style="list-style-type: none"> • Engage with the relevant Communities of Interest and draw on them for support • Encouraging liaison between members working in different environments, e.g. academia, industry, and hospitals <p>SIG work in Leadership</p> <ul style="list-style-type: none"> • Produce authoritative publications • Encouraging and developing evidence based practice • Monitoring development/ impact of new technology, relevant legislation, standards • Commenting on workforce issues and impact of policy changes in the area of endeavour, help with consultations responses
Who can apply?	It is very important to note that we are looking for a wide range of SIG members to ensure a diverse group. The SIG is meant to represent the whole profession and shape the professional environment for everyone involved. This means we need: <ul style="list-style-type: none"> • All levels of seniority and age (from Trainees to Heads of Departments) • All training backgrounds (Apprentice and Technologists Training schemes, STP / NHS, Overseas, people who have had unique career pathways) • A diverse group of members • Different work places (industry, university, NHS and private)
Examples of work	Here are some <u>examples</u> of the type of work members of the SIG might have to undertake. These are shared among all members, and happen over the course of the year, not at the same time! And the majority of these activities are supported by staff in the national office (see below) <ul style="list-style-type: none"> • Summarise the group meeting discussions 3x a year and liaise with IPEM's comms team who will create a newsletter of your summary

	<ul style="list-style-type: none"> • Participate in a Task and Finish group set up by the SIG to re-write a report • Lead on a Task and Finish group • Communicate with the community of Interest to post things the SIG is involved in or needs help with (like a consultation response or a conference) • Inform the community of important activities via social media (see support from the National Office) • Help with a consultation response (see support from the National Office) • Help with a meeting or conference or webinar (see National Office support) • Input into policy statements, • Discuss workforce and training issue • Advise on IPEM approval for external courses. <p>Hopefully this shows that there are various roles and jobs in a SIG which can be shared and different areas of expertise and interests can be accommodated.</p>
Time Commitment	Of course, being a member of a SIG requires a time commitment and the estimate is about 1 hour a week on average. But it can be higher and is not necessarily consistent eg. if involved in a very active T+F group or organising a conference and during and after the SIG meetings.
What you get out of it	<ul style="list-style-type: none"> • Participating means you meet other professionals outside your local network to help with contacts and career progression as well as CPD. • Producing authoritative publications and developing evidence based practice means you get noticed and shape the profession • Helping with conferences lets you develop your communication skills. • Leading on working groups or chairing helps you develop leadership skills • Involvement in consultations and working parties provides a unique opportunity to directly feed into thinking around governmental and professional policy. • Adopting our value of inclusiveness in our committee work means you are helping us work towards being a more diverse profession to better reflect a diverse community.
Support available	<p>The SIGs are made up of up to 8 members and when you join the group will have some existing experienced members, a chair and a secretary. In addition the SIGs are supported by dedicated members of staff at the IPEM national office who will be working closely with the SIGs on projects like conferences , newsletters, consultations etc.</p> <ul style="list-style-type: none"> • Conferences and webinars: Conference Manager and the events panel • Social media, Scope, newsletters, consultations, policy: Communications Team • Booking venues or online for a SIG meeting: Office Admin team • Travel expenses and questions about budgets: Finance Team • Task & Finish Groups: Catriona Inverarity (Professional Knowledge and Innovation) • General SIG support Eva McClean (EDI and Member Networks)

Eligibility Requirements

Membership	Associate, Full or Fellow Member of IPEM
Experience	No committee or extensive work experience required but you need to work in the field. Previous volunteering in any role, capacity or setting is desirable but not essential.
Skills and Attributes	<p>Passionate about subject and keen to promote positive change</p> <p>Willing to take up roles and work in the small SIG team as well as engage with the wider professional community</p> <p>Embrace IPEM's values of trusted, inclusive and progressive</p>