

## Role Description

### Special Interest Group Chair

<b>Term of Office</b>	2 years
<b>Meetings</b>	<p>Suggested format:</p> <p>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</p> <p>Or</p> <p>Regular monthly short online Teams meetings (1 to 1.5 hours). This format is recommended as it ensures better attendance for some groups and could be easier to incorporate in working patterns.</p> <p>Or</p> <p>A combination of both – you have flexibility to make it work for your group.</p> <p>And</p> <p>5 SIG Chair Panel meetings per year to discuss common issues, link across the organisation &amp; identify points of shared interest/collaboration. These are online and last about 1.5 hours.</p>
<b>Why volunteer?</b>	<p>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.</p> <p>Volunteering in a leadership role in a Special Interest Group gives the opportunity to develop managerial and strategic skills. This can be personally fulfilling, help you plan and achieve next career steps, and of course contribute to shaping IPEM’s scientific and technical activities during your tenure and beyond.</p>
<b>Where does this role fit in?</b>	<p>The work of our SIGs plays a vital role in all three areas of our strategy:</p> <ol style="list-style-type: none"> <li>1. providing learning and professional development services,</li> <li>2. building a vibrant and inclusive community</li> <li>3. leading on professional knowledge and innovation.</li> </ol> <p>SIG work in Professional Development:</p> <ul style="list-style-type: none"> <li>• Planning and delivering a programme of scientific and educational meetings with the help of an events panel</li> <li>• Supporting and encouraging relevant educational programmes.</li> <li>• Advise on IPEM approval for external courses.</li> </ul> <p>SIG work in Community</p> <ul style="list-style-type: none"> <li>• Engage with the relevant Communities of Interest and draw on them for support</li> <li>• Encouraging liaison between members working in different environments, e.g. academia, industry, and hospitals</li> </ul> <p>SIG work in Leadership</p> <ul style="list-style-type: none"> <li>• Produce authoritative publications</li> <li>• Encouraging and developing evidence based practice</li> </ul>

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	<ul style="list-style-type: none"> <li>• Monitoring development/ impact of new technology, relevant legislation, standards</li> <li>• Commenting on workforce issues and impact of policy changes in the area of endeavour, help with consultations responses</li> </ul>
<p><b>Who can apply?</b></p>	<p>It is very important to note that we are looking for a wide range of SIG members to ensure a diverse group and this extends to the chairs and secretary positions. Previous experience as a SIG member is beneficial but not essential.</p>
<p><b>Examples of work</b></p>	<p>See the SIG member role description for some <u>examples</u> of the type of work 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)</p> <p>These next tasks are the responsibility of the Chair –</p> <p>Management / Administration</p> <ul style="list-style-type: none"> <li>• Liaise with the secretary to organise the SIG meetings per year and chair the meetings (The National Office can help with this)</li> <li>• Liaise with SIG member who is the Community of Interest contact to ensure the community is involved and SIG decisions are communicated after meetings</li> <li>• Ensure the secretary or another SIG member writes and shares summary notes</li> <li>• Work with external representatives if applicable (not all SIGs have those)</li> <li>• You can have a vice chair in the group and decide between you how you can work together and share aspects of the role (however this is not obligatory – see the Terms of Reference)</li> </ul> <p>Strategy – initiate / lead on / develop (with the SIG)</p> <ul style="list-style-type: none"> <li>• Translate challenges and current topics into relevant events, reports and task and finish groups</li> <li>• Create the SIG action plan (template provided) – this needs to be send to STERIC via the National Office in October with updates in January and May</li> <li>• Familiarise yourself with the Science Leadership Strategy and how / whether the key themes / challenges could be linked to the action plan</li> <li>• Identify or seek input or evaluate reports, updates, position statements</li> </ul> <p>Be the point of contact for any professional relevant queries from other members or the office. (This doesn't mean you have to deal with them all on your own)</p>
<p><b>Time Commitment</b></p>	<p>Like normal SIG membership the Chair position requires a time commitment and the estimate is about 2 hours a week on average. But it is not necessarily consistent.</p>

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	<p>It is important to establish support within the SIG with a secretary and Vice Chair. The SIG Chair handbook and induction document will be very helpful.</p>
<p><b>What you get out of it</b></p>	<ul style="list-style-type: none"> <li>• A chance to shape the professional work that takes place across the IPEM community</li> <li>• Develop and evidence leadership, management and communications skills in the context of medical physics and engineering</li> <li>• Involvement in consultations and working parties provides a unique opportunity to directly feed into thinking around governmental and professional policy and influence decision making at a more strategic level within IPEM</li> <li>• Grow your professional network, particularly outside your field</li> <li>• A chance to participate in IPEM council meetings as the SIG Chair representative to STERIC or PSC</li> </ul>
<p><b>Support available</b></p>	<p>Apart from your fellow SIG members your main contact at the National Office is <a href="#">Eva McClean</a> (EDI and Member Networks Manager) who can work with you to access other resources and help.</p> <p>Other members of the National office who can help are:</p> <ul style="list-style-type: none"> <li>• Conferences and webinars: <a href="#">Cat Toon, Conference Manager</a> and the events panel</li> <li>• Social media, Scope, newsletters, consultations, policy: <a href="#">Sean Edmunds, Communications Team</a></li> <li>• Booking venues or online for a SIG meeting: <a href="#">Jenny McGuire, Office Admin team</a></li> <li>• Travel expenses and questions about budgets: <a href="#">Sandra Wilkinson, Finance Team</a></li> <li>• Task &amp; Finish Groups: <a href="#">Jennifer Cannon</a> (Professional Knowledge and Innovation)</li> </ul>

### Eligibility Requirements

<p><b>Membership</b></p>	<p>Associates, Full members of IPEM and Fellows</p>
<p><b>Experience</b></p>	<p>First hand knowledge of the work of the Special Interest Groups, or recent contribution to IPEM work in another capacity, is desirable.</p>
<p><b>Skills and attributes</b></p>	<p>Passionate about subject and keen to promote positive change</p> <p>Willingness to embrace a leadership role</p> <p>Work with other professionals across disciplines</p> <p>Embrace IPEM's values (trusted, inclusive and progressive)</p>