

International Society of Ultrasound in Obstetrics and Gynecology

Scientific Committee Member - job description and person specification

ROLE DESCRIPTION

Summary (description of a purpose of the Scientific Committee)	The Committee assumes responsibility for the production and development of the scientific program for the ISUOG World Congress and ISUOG's Regional Symposia. It may work in conjunction with the Education Committee or other committees for specific projects as required, especially the Regional Symposia, and approved by the Board of Trustees.
Responsibilities of the Committee	<ul style="list-style-type: none"> • To work closely and in a collegiate manner with the ISUOG office, to develop the scientific program of the World Congress; • To co-lead with the Education Committee and the Local Organisers on the program for the Regional Symposia; • To ensure all event programs represent the international diversity of the ISUOG membership; • To decide on invited faculty and chairpersons within the limitations of the budget approved by the ISUOG Trustees. • To suggest improvements to the abstract submission and reviewer process. • To manage the review and programming of abstracts. • To improve the evaluation system for the scientific content of the Congress where necessary. • To work with the Education Committee and other relevant sub-committees as required to organise pre-Congress courses, as required. • Incorporate ISUOG's advocacy agenda into the event programs where appropriate; • To co-opt members of any special interest groups to advise on the specific Congress sessions as appropriate and necessary. • To review and develop didactic content (courses, workshops) for the World Congress and Regional Symposia. • To respect and support the Scientific Committee Chair and Vice Chair to deliver the responsibilities of this Committee.
Terms of appointment	<ul style="list-style-type: none"> • Member term last for three years, renewable once. • Members should be willing to commit to meet at least once a year at the World Congress, to attend (if required to do so by the Chair) the 'Marathon Meeting' for Congress programming* and periodically as required by conference call. • This position is voluntary and not remunerated.

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Previous active involvement in the creation of congress, symposia, seminar, conference, course programmes must be demonstrated. • Track record of scientific expertise in own field of practice. • Past experience as a journal editor or regular referee; or abstract paper reviewer (ISUOG or other society) is an advantage. • Previous experience working on diverse committees is an advantage.
Knowledge	<ul style="list-style-type: none"> • Specialist in obstetrics, gynecology or allied field in women's health and / or imaging. • In good standing in line with ISUOG Code of Conduct.
Other key attributes	<ul style="list-style-type: none"> • Recognised international and national leader/expert in their specified field. • High academic standing. • Demonstrated commitment to ISUOG's mission to improve women's health. • Good team worker • Able to commit time to active participation to develop the program of the World Congress as a minimum

*The congress program meeting is typically a 3 day meeting in May or June at the ISUOG office in London. Increasingly work is done online in advance of this meeting and where a physical meeting is out of scope of the Society annual budget or not possible the work is done online only.