



# ispd

International Society for Prenatal Diagnosis

## Position Description 08.00

### **SPECIAL INTEREST GROUP CO-CHAIR**

The Special Interest Group Co-chair is governed by the following.

### **QUALIFICATIONS**

1. ISPD Full Professional or Allied Health Professional member in good standing
2. Appropriate background in interest area
3. Demonstrated commitment to the mission of ISPD
4. Ability to effectively articulate the mission, activities, and priorities of ISPD
5. Ability to work collaboratively with SIG members and the Board of Directors

### **RESPONSIBILITIES**

1. Promote the mission and views of ISPD through effective communication, dialogue, and deliberation with members of the Board, general members, external groups, and the public
2. Visibly promote the ethical decision-making practices of the society by conducting self in a professional and ethical manner
3. Facilitate ISPD cultural competence, creating opportunities for recruitment and retention of an international membership
4. Coordinate and promote the exchange of scientific information through conferences, symposia, workshops, publications, and/or other means consistent with the mission of ISPD
6. Review all materials prepared for discussion prior to SIG meetings and co-chair meetings duly called
7. Fund or obtain funds to pay their own travel to face-to-face meetings
8. Participate as a member of the Global Education and Outreach Committee (one Co-chair per SIG) and the Scientific Program Committee

### **MINIMUM REQUIRED SIG ACTIVITIES**

1. Prepare an educational session for the annual ISPD conference
2. Provide content for ISPD newsletter at least once per year
3. Serve as an article reviewer for ISPD's official journal, *Prenatal Diagnosis*
4. Suggest topics for ISPD Virtual Education Series
5. Suggest topics for position statements or professional communications in area of interest
6. Work with the Scientific Program Committee to deliver quality preconference course content (suggest speakers and topics once the courses have been identified)
7. Develop and propose new initiatives to the Board of Directors
8. Develop and share content, articles, and/or discussion topics on ISPD Connect

**APPROXIMATE TIME COMMITMENT**

- 2-year term to be renewed for an additional 2 years (2 terms maximum)
- 2 hours per year to prepare annual report for Board of Directors
- 4 hours per year to meet with Board Liaison/Board of Directors (2x Board Liaison only, 2x Board of Directors)
- 4-6 hours per year to prepare newsletter article (commitment depends on topic)
- 1-2 hours as needed to prepare for and participate in each SIG meeting (at least 3x per year)
- 4 hours per year to prepare for SIG educational session for the annual conference
- .5 hours per month for communication and marketing for ISPD programs/article review/misc.
- 4 days to attend the International Conference, including participation in appropriate peripheral meetings and conference activities

Adopted by the ISPD Board of Directors

Date: 10 July 2010

Revised July 2017; 9 April 2019; October 2021