



*"We are a community dedicated to leading and promoting the use of statistics within the healthcare industry for the benefit of patients."*

### **PSI Board of Directors – Special Interest Groups (SIG) Director**

The SIG Director oversees and supports the Special Interest Groups, in partnership with a counterpart nominated by EFSPi Council. The SIGs drive discussion and capability development across many topics of interest to PSI members, supporting the wider community through the development of papers, putting on webinars and contributing to events such as PSI Conference. The SIG Director provides liaison between the SIGs and the Board and is accountable for SIG oversight and supporting the SIG community as a whole. The SIG Director is a member of the PSI Board of Directors (board).

#### **Responsibilities:**

1. General coordination
  - Maintains a network of all SIG leaders, liaises as needed to support conduct of SIG activities.
  - Provides support to connect with other committees (e.g. events planning).
  - Works with PSI functional provider to support website updates.
  - Reviews proposals for new SIGs and supports SIG start-up activities as needed.
  - Coordinates drafting of SIG contribution to PSI Annual Report.
  - Supports budget planning (e.g. through liaison with Scientific Committee and Finance director).
2. Partnership with EFSPi
  - Meets regularly with counterpart from EFSPi to review SIG activities, consider proposals for new SIGs and align on opportunities to enhance SIG impact.
  - Periodically attends EFSPi Council meetings to report on SIG contributions and align on topics of mutual PSI/EFSPi responsibility (e.g. event cost-sharing).
3. Provide leadership to maximise collective impact of the SIGs.
  - Periodically hold SIG leaders' meetings to review achievements, share best practice and align on opportunities for additional impact.
  - Represent SIGs in Board discussions, e.g. areas of PSI capability and strategy that would be beneficial to the SIGs or that the SIGs could contribute to.
4. Communication
  - Keep SIG leaders informed of relevant news and updates.
  - Support SIGs in utilizing various channels, including newsletters and social media, to engage with wider community.

**Time commitment:** The SIG Director is expected to attend regular (monthly) board meetings, regular meetings with EFSPi counterpart and may occasionally attend EFSPi Council meetings – approx. 4hrs pw.