



JOB RESPONSIBILITIES OF CHAIRMAN BOARD OF EDUCATION - USI

Prepared by : Dr. Venkatesh Krishnamoorthy	Version :1	Effective Date: 01.03.2016
Approved by : USI Council		Next Review : 01.03.2017

DESIGNATION: Chairman

REPORTING TO: USI Council

TENURE: 2 years

The Chairman-elect will be automatically assume responsibility as the Chairman at the end of the USICON of that year.

If for any reason, he/she is unwilling or unable to take up the responsibility, the past Chairman will be asked to continue in the same post for period of another year.

KNOWLEDGE AND SKILLS:

- Should have a complete knowledge of all BOE policies/processes and activities
- Must be familiar with the AUA/EAU teaching patterns
- Must be familiar with M Ch, DNB teaching and examination patterns
- Should be active in USI/BOE academics
- Should have proven expertise in organising teaching programs
- Should not have coexistent USI commitments in the council/as editorial Board Members of the IJU or Chairman sub-committees of the USI.

RESPONSIBILITIES:

- Shall build and review a pool of identified faculty for all BOE programs
- Shall ensure copies of all correspondence of the BOE to reach the Chairman elect at all times
- Should coordinate all activities of the BOE along with the chairman-elect
- Shall call for and conduct the Board meeting once in 4 months, with 3 weeks notice of agenda
- Shall prepare minutes of all the meetings and circulate to all members within 2 weeks of the meeting
- Shall inform the Honorary Secretary, USI of the vacancies that will arise in the Board, at the beginning of the term, every year.



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- Shall constantly look at improving the activities of the Board of Education, in terms of content and quality
- Shall present to the USI council annually, the activity report of the BOE for the past 1 year, during the preconference executive council meeting
- Shall present annually, the activity report of the BOE for the past 1 year, at the GBM of every USICON
- Shall participate in the USI council meetings, whenever a BOE matter is tabled for discreet
- Shall observe all the rules of the USI council as applicable:
 - To these meetings
 - To the BOE

Note : The responsibility of the Chairman will start only after the completion of the USICON of that year.

His responsibilities will end the following year, after completion of the selection for travelling fellowships, correspondence pertaining to the travelling fellowships to the residents, as well as to the USI, as well as affiliated Urology Associations around the world.

The office of the BOE shall be handed over to the next Chairman, by transferring the mail ID and password with documentation.