SIOP Asia
Country Ambassadors(CAs)
Terms of Reference

This is a part-time, non-employment, unpaid, volunteer position with exciting opportunities for learning, networking, leadership and development. This leadership opportunity is for a duration of 12 months (Apr 2025 to Mar 2026) with a possibility for extension, if approved by the SIOP Asia Executive Board.

Summary:
SIOP's Country Ambassadors (CAs) in Asian countries support membership growth, engagement, and networking. They facilitate communication, information exchange, and discussions among members.

This SIOP Asia initiative responds to SIOP members' demand for stronger connections with fellow paediatric oncology professionals in their country. It also supports SIOP's long-term goal of strengthening and diversifying its members .

The CA role offers a unique opportunity to serve as SIOP's country-level focal point person, leading efforts to engage and support local members while advancing SIOP's mission. CAs gain valuable insights, participate in activities and discussions, and collaborate closely with the SIOP Asia President, SIOP Asia Executive Board and Administrative Assistant, and SIOP Secretariat. Acting as a bridge between country members and the global Society, CAs strengthen connections within the community.

Selection is conducted by the SIOP Asia Executive Board, considering individual qualifications alongside factors such as geographic, gender, linguistic, and professional diversity within pediatric oncology.

Background:
Established in 1969, the **International Society for Paediatric Oncology (SIOP)** is the only global multidisciplinary Society entirely devoted to paediatric and adolescent cancers. With a steadily growing membership, SIOP currently unites over 3,700 healthcare professionals working with paediatric patients worldwide. The community shares a strong common purpose: to increase survival rates, to improve quality of survival and to ensure care for all. SIOP Asia, the Continental branch of SIOP in Asia, is one of the largest branches of SIOP.

Oversight:
Each CA liaises closely with the SIOP Asia Executive Board, SIOP Asia Administrative Assistant and SIOP Secretariat; the working language for all communication with SIOP Asia is English. All Asia CAs report to the SIOP Asia President.

Responsibilities:
In coordination with the SIOP Asia Executive Board, SIOP Asia Administrative Assistant, and SIOP Executive Director for Programs and Strategy, the CA supports member engagement and communication at the country level through the following activities:

- Actively recruit new SIOP members within your country
- Organize at least one informal in-person gatherings of SIOP members, focused on member-to-member networking and meeting other fellow SIOP members, every six months in their home city or home country
- Participate in relevant in-country or regional events, with prior approval or at the request of the SIOP Asia Executive Board or SIOP Secretariat

- Share information on country-level events, advocacy, and policy opportunities with other SIOP members in your country
- Distribute relevant updates from SIOP Networks, Working Groups, and Committees (e.g., resources, events, or opportunities) to country members
- Encourage country members to contribute content for the SIOP NEWS page, Weekly Bulletin, and other communication channels
- Submit a quarterly report to SIOP Asia on activities completed at the country level
- Collaborate with the national pediatric oncology society to organize an online educational webinar featuring local researchers and recent pediatric oncology research findings, if applicable

SIOP recognizes that each country has a unique context and may require tailored approaches for effective engagement and communication. Each CA collaborates with the SIOP Secretariat and SIOP Asia President to determine the best approach. CAs are also encouraged to propose their own ideas and strategies to support members.

Opportunities:

- Strengthen and nurture relationships with SIOP members at the country level and across Asia, building professional networks in the process
- Develop knowledge about SIOP work, and learn to promote paediatric oncology advocacy messages and opportunities for advocacy engagement

Selection Criteria & Eligibility*:*

- Be an SIOP member from an Asia country, with membership fees for year 2025 paid
- Applicants who currently serve on a leadership position within SIOP (Steering Group members or Co-Chairs/Chairs of SIOP Networks, Working Groups or Committees, Board members, SIOP Asia Executive Board members) are not eligible to apply in order to give a chance to new members who are not already serving in a leadership role to apply.
- Be a national of the country to be represented and speak the local language and English
- At least three (3) years of experience working in the field of paediatric oncology
- Prior active engagement in SIOP Asia and/or SIOP Networks, Working Groups and Committees and/or other SIOP member engagement activities and initiatives
- Excellent organization and communication skills
- Endorsed by an established national paediatric oncology society or center (letter of endorsement)

Time & Effort Obligations and Eligibility:

Each CA is requested to commit to a minimum of 1-3 hours per week. The term of this volunteer role is 12 months with a possibility for extension as approved by the SIOP Asia Executive Board.

Application Procedure:

Please submit an **application form** by the deadline (March 15, 2025) and include as attachments your CV, motivation letter, SIOP Membershgip Certificate and one endorsement letter from the national paediatric oncology society/organization/center (see initiative launch email or the SIOP NEWS page).

In case of any questions or comments, please email programs@siop-online.org and asia@siop-online.org