

Secretary

Role:	Secretary
Reporting to:	Executive Committee
Term:	Single term of three years
From:	1 November
To:	31 October
Staff support:	Delegate of the ExCom, Director of Administration, Director of Education and Research

Secretary

Responsibilities

- Manage Society operations and general administration, including the agenda and follow-up actions from the ExCom meeting.
- Collaborate closely with the Delegate of the ExCom to manage the ExCom agenda, relevant follow-up actions, and all strategy-related implementation and operational issues.
- Head the team that manages most of the Society's member, stakeholder, and meeting-related activities, as well as take primary responsibility for operational marketing, including the website

Requirements

- Commitment to the EUROSPINE mission, vision, and goals (strategic plan)
- Strong interest in working on the advancement of the Society.
- Understanding of the needs of institutional and associate members and stakeholders.
- Willingness to devote the necessary time to EUROSPINE.
- Highly motivated and fluent in English.
- EUROSPINE standard/premium/fellow member in good standing.

Eligibility

Previous and current ExCom members

Duties

- Support the EUROSPINE leadership in fostering education in the spine care community and participate actively in setting and achieving strategic goals and priorities of the society.
- Prepare and chair EduCom meetings (2-4 meetings per year).
- Oversee and approve all course programs.
- Lead the development of necessary assessments, tools, and questionnaires to ensure EUROSPINE is at the forefront in this area.
- Develop and use educational material, including presentations, eLearning material, guidelines, and internal procedures needed to keep EUROSPINE education activities in line with international guidelines, best practices, and new technologies.

- Lead the development of all other education activities (Observership grants, diploma equivalence, etc.).
- Represent and promote the EUROSPINE education activities and all other EUROSPINE activities to stakeholders and the general public, including social media.
- Ensure activities are not delayed by giving feedback to EUROSPINE staff questions within a reasonable timeframe (48 hours during business days).
- Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly.
- Attend meetings, educational events, and conference calls, as occasion demands.

Meetings

- Attend ExCom meetings and the General Assembly
- Video Calls for specific projects, as occasion demands

Benefits

- Financials: Free registration and invitation to the Presidential dinner during the Annual Meeting
---Subject to the society's financial situation---