

Role:	Chair and Members of the Patient Line Committee (PLCom)
Term:	Single term of three years
From:	1 November
To:	31 October
Staff support:	Marketing and Communication Manager
Reporting to:	Rehabilitation Council and Executive Committee

PLCom CHAIR	PLCom ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the PL Com • Develop goals and objectives for the PL activities in line with the EUROSPINE strategic plan • Support succession planning • Develop and implement strategies to achieve set goals and objectives • Define task distribution among committee members • Conduct efficient committee meetings • Support with budget control 	<ul style="list-style-type: none"> • Implement EUROSPINE guidelines and policies • Ensure usage of EUROSPINE brand is correctly managed at all times • Ensure appropriate and timely communication with the EUROSPINE staff
Requirements	
<ul style="list-style-type: none"> • Have a commitment to EUROSPINE’S mission, vision and goals (strategic plan) • Have a strong interest in working on the advancement of the Society • Understand the needs of our members and stakeholders • Represent the membership at large, not a particular interest group • Understand the need to base decisions on what is good for the Society • Willing and committed to devote the necessary time to EUROSPINE • Highly motivated • Fluent English 	
Eligibility	
<ul style="list-style-type: none"> • EUROSPINE standard/premium/fellow member in good standing • Former member of the PL Committee • From 2025 will serve in Chair elect position • Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation 	<ul style="list-style-type: none"> • EUROSPINE standard/premium/fellow member in good standing • Candidates can apply by themselves or be proposed by another member • Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest.

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<p>Duties</p>	
<ul style="list-style-type: none"> • Prepare and chair regular face to face meeting and virtual meetings • Prepare (and present) update reports for ExCom (3x per year) • Write update report for the Annual Report • In collaboration with EUROSPINE staff, ensure that allocated budget is met • Set the example and ensure that timelines, deadlines and EUROSPINE procedures and processes are followed by all members of the PLCom • Represent and promote the EUROSPINE membership and all other EUROSPINE activities to stakeholders and the general public including social medias. 	<ul style="list-style-type: none"> • Identify topics and activities beneficial to spine physicians and their patients • Support achievement of set goals and objectives • Promote EUROSPINE activities externally, including social media • Create essential promotional materials for social media, such as videos • Ensure timely execution of activities • Respond to inquiries (within 48 hours on working days) • Notify EUROSPINE staff of absences and appoint deputies as necessary • Regularly participate in meetings and TelCos
<p>Meetings</p>	
<ul style="list-style-type: none"> • 1 face-to-face meeting per year (if possible) • Regular (bi-)monthly 1h meetings (virtual) with the PLCom • TelCos (e.g. bilateral between Chair and EUROSPINE staff or specific projects), as occasion demands. 	