

Membership Council Role description

Role:	Membership Council Chair	Membership Council Members
Reporting to:	Executive Committee	Membership Council Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Membership Relations Manager	

Membership Council CHAIR	Membership Council ALL
Responsibilities	
<ul style="list-style-type: none"> • Be an active member of the Executive Committee • Lead the Membership Committee • Develop goals and objectives for membership management • Develop and implement strategies to achieve the set goals and objectives • Ensure succession planning • Conduct efficient committee meetings¹ • Responsible to manage the allocated budget 	<ul style="list-style-type: none"> • Implement EUROSPINE guidelines and policies • Ensure reputation of EUROSPINE and brand are correctly managed at all times, avoiding commercial or industry advantage • Ensure appropriate and timely communication with the EUROSPINE staff • Actively engage in implementation strategies to achieve goals and objectives of the Membership Council • Actively promote EUROSPINE within own networks and communities of practice
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 MemCom • From 2024, will serve in Chair elect position. • Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest. 	<ul style="list-style-type: none"> • EUROSPINE standard/premium/fellow member in good standing • Council and chair make recommendations to the Nomination Committee for succession planning • Candidates can apply themselves or be proposed by another member • Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation

	<p>letters and declared conflicts of interest.</p>
<h2>Duties</h2>	
<ul style="list-style-type: none"> • Support the EUROSPINE leadership in fostering membership and participate actively in setting and achieving strategic goals and priorities of the society. • Oversee and approve all membership applications and any new activities to attract new members. • Prepare and chair the MemCom meetings (1-2 meetings¹ per year). • Lead the development of new membership benefit programmes, in collaboration with the Membership Council members and the EUROSPINE staff. • Set the example and ensures that timelines, deadlines and EUROSPINE procedures and processes are followed and agreed templates are followed by all members of the Membership Council (ex. presentation of EUROSPINE in general and membership activities at other meetings) • 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"> • Support the Council in working with Presline & Executive Committee on strategic tasks to achieve set goals and priorities. • Ensure activities are not delayed by giving timely feedback to EUROSPINE staff questions. • Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly. • Attend meetings¹ and conference calls, as required. • Represent and promote the EUROSPINE membership and all other EUROSPINE activities to stakeholders and the general public including social media.
<h2>Meetings</h2>	
<ul style="list-style-type: none"> • Chair attends 3 meetings¹ per year with the EUROSPINE Executive Committee, to present current projects and discuss the strategic development of the Society in general. 	<ul style="list-style-type: none"> • Regular meetings (face-to-face or virtually) with the Membership Council. • Conference calls with the responsible EUROSPINE staff members as required. • Teleconferences for specific projects, as required.

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<ul style="list-style-type: none">• Teleconferences for specific projects, as occasion demands.	
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¹ Meetings will be face-to-face – if possible