

Patient Line Committee

Role:	Chair and Members of the Patient Line Committee (PLCom)
Term:	Single term of three years (cannot be prolonged)
From:	1 November
To:	31 October
Staff support:	Marketing and Communication Manager
Reporting to:	Stakeholder Committee

PLCom CHAIR	PLCom ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the PL Com • Develop goals and objectives for the PL activities • Develop and implement strategies to achieve goals and objectives • Ensure succession planning • 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"> • Former member of the PL Committee 	<ul style="list-style-type: none"> • Active and Senior members • Candidates can apply by themselves or be proposed by another member. • Committee chair has priority right in choosing new members or successor • Candidates can be nominated but need to hand in full requested documentation • Conflict of interests must be mentioned together with the application documentation.

Duties	
<ul style="list-style-type: none"> • Prepare and chair the PLCom face to face meeting (once per year) • Prepare and chair monthly virtual meetings • In collaboration with EUROSPINE staff, ensure that allocated budget is met • Lead the development of information provided digitally and analogue • Set the example and ensure that timelines, deadlines and EUROSPINE procedures and processes are followed by all members of the PLCom 	<ul style="list-style-type: none"> • Determine topics that would benefit spine care physicians and their patients by increasing the understanding of spine conditions and their treatment options and possible risks/ side effects. • Support the committee in strategic tasks to achieve set goals. • Represent and promote the EUROSPINE membership activities towards the outside world. • Ensure activities are not delayed by giving feedback to EUROSPINE staff questions within a reasonable time-frame (48 hours during business days). • Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly. • Attend meetings and conference calls, as occasion demands.
Meetings	
<ul style="list-style-type: none"> • 1 meeting per year (face-to-face) with the PLCom • Regular monthly 1h meetings (virtual) with the PLCom • TelCos (e.g. bilateral between Chair and EUROSPINE staff or specific projects), as occasion demands. 	
Benefits	
<ul style="list-style-type: none"> • Financials: Free registration to the Annual Meeting including travel reimbursement, if an official committee meeting is organised during the Annual Meeting 	