# Patient Line Committee

<table>
<thead>
<tr>
<th>Role:</th>
<th>Chair and Members of the Patient Line Committee (PLCom)</th>
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<tbody>
<tr>
<td>Term:</td>
<td>Single term of three years (cannot be prolonged)</td>
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<td>From:</td>
<td>1 November</td>
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<td>To:</td>
<td>31 October</td>
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<td>Staff support:</td>
<td>Marketing and Communication Manager</td>
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<td>Reporting to:</td>
<td>Stakeholder Committee</td>
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**PLCom CHAIR**

**Responsibilities**
- 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

**Requirements**
- 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**
- Former member of the PL Committee

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**PLCom ALL**

**Responsibilities**
- 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**
- Former member of the PL Committee
- 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.

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**Eligibility**
- Former member of the PL Committee

## Duties

- 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
- 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

- 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

- Financials: Free registration to the Annual Meeting including travel reimbursement, if an official committee meeting is organised during the Annual Meeting