

## Executive Committee

<b>Role:</b>	Executive Com Member
<b>Reporting to:</b>	Executive Committee/PresLine
<b>Term:</b>	Single term of three years
<b>From:</b>	1 November
<b>To:</b>	31 October
<b>Staff support:</b>	Admin Director / Education Director according to Tasks

PresLine*	ExCom ALL
<b>Responsibilities</b> in addition to the high-level definitions in the business rules 2.3	
<ul style="list-style-type: none"> <li>in addition to the high-level definitions in the business rules 5.2</li> <li>Attend bi-weekly Operation Calls, Mondays 10:30 – 11:30 h</li> <li>Handle upcoming issues in a timely manner between ExCom meetings</li> </ul>	<ul style="list-style-type: none"> <li>in addition to the high-level definitions in the business rules 2.3, 4</li> <li>5.1 President</li> <li>3 &amp; 8 councils</li> <li>6, treasurer</li> <li>7, secretary</li> <li>Supervision of Committees and TF</li> <li>Leading of own projects/councils</li> <li>Ensure succession planning</li> </ul>
<b>Requirements</b>	
<ul style="list-style-type: none"> <li>Have a commitment to EUROSPINE'S mission, vision and goals (strategic plan)</li> <li>Have a strong interest in working on the advancement of the Society</li> <li>Understand the needs of our members and stakeholders</li> <li>Represent the society at third party meetings</li> <li>Represent the membership at large, not a particular interest group</li> <li>Understand the need to base decisions on what is good for the Society</li> <li>Willing and committed to devote the necessary time to EUROSPINE</li> <li>Highly motivated</li> <li>Fluent English</li> </ul>	
<b>Eligibility</b>	
<ul style="list-style-type: none"> <li>Active, Senior and Honorary members</li> <li>Candidates for President, Vice-President, President Elect and Past-President of the Executive Committee must be active members. They must further be either (former) members of the Executive Committee, a (former) chairperson of another Committee or Honorary Member.</li> <li>Candidates for Secretary, Treasurer or Council must have served the Society in relevant positions incl. at least as a Committee member for a minimum of two years.</li> <li>Candidates for chairmanship of a Committee must present their qualifications.</li> <li>"Equity rules" are respected (Nomination Committee)</li> <li>Conflict of interest statements must be mentioned together with the application documentation</li> </ul>	

Duties
<ul style="list-style-type: none"> <li>• Responsibility of assigned topic (council) incl. its preparation for meetings incl. GA, updates and future strategies</li> <li>• Budget control for assigned topics (council)</li> <li>• Attend ± three Committee Meetings/yr, probably WE's</li> <li>• Chair sessions at scientific meetings</li> <li>• Attend third party specialty meetings if required/invited in a representative role</li> <li>• Answer e-mails within 48 hours</li> <li>• Advise EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly</li> </ul>
Meetings
<ul style="list-style-type: none"> <li>• Three Meetings (Fri-evening to Sun morning, probably WE's, January, Spring, along AM)</li> <li>• Teleconferences for specific projects, as occasion demands</li> </ul>
Benefits
<ul style="list-style-type: none"> <li>• Financials: Free registration for SSM and Annual Meetings with invitation to the ExCom dinner and one free ticket to the official conference evening</li> <li>• Accommodation and travel to ExCom Meetings are covered by the society</li> <li>• Accommodation (single use) during AM is covered to a max. of four nights</li> <li>• Accommodation (single use) during SSM is covered to a max. of three nights</li> </ul>