

Spine Tango

Role:	Chair of Task Force Spine Tango (TFST)	Member of the TFST
Reporting to:	Executive Committee	Chair of Task Force Spine Tango
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Registry Manager	

TFST CHAIR	TFST ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the TFST • Encourage the implementation of goals and objectives for Spine Tango • Promote further development, planning of actions and their execution especially for the five current workstreams and upcoming tasks: <ul style="list-style-type: none"> ○ Improvement new Spine Tango platform ○ Increase number of participants ○ Business model ○ Revenue share model with participants ○ Establishing a scientific board (i.e. Ensuring the continuous growth of scientific good quality output based on the registry data) • Advise officers if they need help • Represent and report back to Executive Committee about the work, achievements and obstacles of Spine Tango • Report back from ExCom to the Task Force • Solve and/or escalate challenges • Coordinate Spine Tango's budget in collaboration with the registry manager • Ensure appropriate and timely communication with the registry manager • Ensure succession planning • Carry out knowledge transfer to successor 	<ul style="list-style-type: none"> • Participate (pro)actively in the TFST • Participate and contribute to efficient jour fix meetings of the task force • Contribute in developing and implementing goals, objectives and strategies • Give advice on the five current workstreams but also on upcoming tasks <ul style="list-style-type: none"> ○ Improvement new Spine Tango platform ○ Increase number of participants ○ Business model ○ Revenue share model with participants ○ Establishing a scientific board (i.e. Ensuring the continuous growth of scientific good quality output based on the registry data) • Contribute in accomplishing tasks given to TFST members • Support the chair in achieving the goals of Spine Tango • Review activities • Representation of users' interests • Ensure appropriate and timely communication with the registry manager • (Hold a specific role as officer)

<ul style="list-style-type: none"> • Advance self-organisation of the Task Force • Recruit new members of the Task Force • Discharge members who leave the Task Force 	
<h2>Requirements</h2>	
<ul style="list-style-type: none"> • Have a commitment to EUROSPINE's mission, vision and goals (strategic plan) • Have a commitment to Spine Tango's mission statement and aims • Have a strong interest in working on the advancement of Spine Tango • Understand the needs of the Spine Tango users • Committed to devote the necessary time to the mentioned responsibilities and duties. • <i>Ideally</i> dedicate time at EUROSPINE only to Spine Tango instead of other committees and task forces (chair exempted) • Highly motivated • Fluent English 	
<h2>Eligibility</h2>	
<ul style="list-style-type: none"> • Active / senior member of EUROSPINE • Candidate can be nominated by the Task Force itself, but need to hand in the full requested documentation¹ • Conflict of interest must be mentioned together with the application documentation. 	<ul style="list-style-type: none"> • Active / senior member of EUROSPINE • Candidates can apply by themselves or be proposed by another member • Task Force and chair have priority right in choosing new members or successor • Candidates can be nominated but need to hand in full requested documentation² • Conflict of interests must be mentioned together with the application documentation.
<h2>Duties</h2>	
<ul style="list-style-type: none"> • Lead and attend the jour fixe (online) of the Task Force Spine Tango • Prepare, lead and attend the TFST face-to-face meetings • Coordinate meeting with the TFST and the registry manager • Determine and prioritise topics that contribute to Spine Tango's success • Represent and promote Spine Tango towards the outside world • Ensure timelines, deadlines and EUROSPINE procedures and processes are followed by all members of the TFST 	<ul style="list-style-type: none"> • Attend and participate in jour fixes and meetings as occasion demands • Represent and promote Spine Tango towards the outside world • Ensure activities are not delayed by giving feedback to questions of the registry manager on a planned date • Advise the registry manager in case of vacation or absence and appoint a deputy accordingly

¹ Documents will be defined by the NomCom

² Documents will be defined by the NomCom

- Ensure activities are not delayed by giving feedback to questions of the registry manager on a planned date
- Advise the registry manager in case of vacation or absence and appoint a deputy accordingly

Responsibilities of officers & support

An officer takes the lead for one of the following upcoming areas on a meta level to advance it. Officer positions are currently:

- **Officer for marketing affairs**
 - Lead marketing instruments such as webpage, user docs, flyers etc.
 - Advise on ST marketing measures, i.e. marketing material (presentations, communications, twitter, etc.)
- **Officer for business affairs**
 - Responsible for the business plan and income generation
 - Take care of business matters related to Spine Tango, i.e. generating revenue in ST related activities; detecting revenue opportunities
- **Officer for budget affairs**
 - Take care of expenses, revenue, budget compliance, exceeding budget, reimbursement, payment of invoices
- **Officer for industry affairs**
 - Lead collaboration with the industry
 - Represent ST's interests in industry meetings (virtual or on site) and also advise on industry requests
- **Officer for user affairs**
 - Lead user meeting STUM etc.
- **Officer for national societies**
 - Lead for the collaboration with national societies
 - Maintain contact with national societies to promote the ST registry, follow up on interested national societies
 - Participate in the EuSSAB activities if related to ST
- **Officer for science**
 - Lead regarding study requests, scientific board, publication rules
 - advise to answer scientific request (e.g. study requests of hospitals or research groups)
 - Responsible to set up the scientific board and maintain the contact as well as establishing the communication between the scientific board and the TFST
- **Delegate of the Task Force / Registry Expert officer (support) [Emin]**
- Contact for Northgate queries, Swiss Spine queries, study requests, requests for medical affairs
- Prepares decisions for the Task Force
- Advise the Registry Manager
- **Registry Manager (support)**

- Initiate and establish all of EUROSPOINE's internal processes and structures to ensure the appropriate functioning and further growth of the Spine Tango registry with Northgate
- Adequate support for the registry expert in his activities
- Coordinate and promote activities in accordance with the Task Force Spine Tango
- Support the TFST and especially the chair of it in relation to the tasks mentioned in this document
- Ensure further development, planning of actions and their execution especially for the five current workstreams (see above) and upcoming tasks
- Is involved in communication of Northgate with Spine Tango stake holders
- Manage Budget of Spine Tango Registry and Task Force Spine Tango
- Conduct efficient jour fixe and face-to-face meetings of the Task Force
- Provide minutes of jour fixe to TFST members Conduct communication with ST stakeholders that are not covered by Delegate of the Task Force
- Monitor action plans, deadlines and their implementation
- Gain new members of the Spine Tango registry
- Position the registry as future cooperation partner for the MedTech industry

Structure

Core Team

- Push forward the workstreams and further affairs of the ST registry to advance the registry

Extended Core Team

- Prepare decisions regarding workstreams and further affairs of the ST registry

Meetings

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| <ul style="list-style-type: none"> • ExCom meetings (3 meetings per year) • 1 to 2 meetings per year (face-to-face) with the Task Force Spine Tango (e.g. at the annual meeting) • Jour fixe of the Task Force Spine Tango (once per months, around 1 hour) • Conference calls as occasion demands | <ul style="list-style-type: none"> • 1 to 2 meetings per year (face-to-face) with the Task Force Spine Tango (e.g. at the annual meeting) • Jour fixe of the Task Force Spine Tango (once per months, around 1 hour) |
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Benefits

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| <ul style="list-style-type: none"> • Financials: Free registration to the Annual Meeting including invitation to the ExCom dinner and travel reimbursement | <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 |
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