

Pre-Day and Lunch Symposia Committee

Role:	Pre-Day & Lunch Symp Com Chair	Pre-Day & Lunch Symp Com Members
Reporting to:	Meeting Council	Pre-Day & Lunch Symp Com Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Director of Administration / Scientific Secretariat	

PreDay&Lunch Symp Com CHAIR	PreDay&Lunch Symp Com ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the PreDay & Lunch Symposia Committee • Develop goals and objectives • Scientific Content for PreDay Courses and society Lunch Symposia • Ensure succession planning • Define task distribution among committee members 	<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 related staff support
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 • 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 PreDay & Lunch Symposia Committee 	<ul style="list-style-type: none"> • Active and Senior member • Relevant publication list • Candidates can apply by themselves or be proposed by another member • Committee and chair have 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"> • Lead the PreDay & Lunch Symposia Committee • Address challenges in the meeting world and come up with new 	<ul style="list-style-type: none"> • Arrange PreDay and/or Lunch Symposia content at own responsibility according to the task distribution of the PreDay & Lunch Symposia Com Chair

<p>initiatives and ideas in collaboration with the Committee members</p> <ul style="list-style-type: none"> • Set the example and ensure that timelines and deadlines are followed in order to get successful meeting 	<ul style="list-style-type: none"> • Chair sessions at AM on request
<ul style="list-style-type: none"> • Answer e-mails within 48 hours • Advise EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly 	
<p>Meetings</p>	
<ul style="list-style-type: none"> • Chair to attend yearly ProgrCom Meeting (Sat afternoon to Sun morning, probably a WE in April) • Teleconferences for specific projects, as occasion demands 	
<p>Benefits</p>	
<ul style="list-style-type: none"> • Financials: Free registration to the Annual Meeting 	