

TF Research

Role:	Task Force Research (TFR) Chair	Task Force Research (TFR) Members
Reporting to:	Executive Committee	Research Council/Task Force Research (TFR) Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Director of Administration, Director of Education and Research, Manager of Education and Research	

TFR CHAIR	TFR ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the Task Force Research/Grant Review Committee • Develop goals and objectives for the research activities, including grants and courses • Develop and implement strategies to achieve the set goals and objectives • Ensure succession planning • Define task distribution among task force members • Conduct efficient task force meetings 	<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 institutional and associate 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 in English 	
Eligibility	
<ul style="list-style-type: none"> • Former member of the Task Force Research 	<ul style="list-style-type: none"> • Have a past experience and strong interest in research and education • Candidates can apply by themselves or be proposed by another member • Committee and chair have priority right in choosing new members or successor

	<ul style="list-style-type: none"> • Candidates can be nominated but need to hand in full requested documentation • Conflict of interests must be mentioned together with the application documentation
<p>Duties</p>	
<ul style="list-style-type: none"> • Pre-assess the research grants and assigns application to reviewers. • Leads the review process and ensures timely reviewing of grant applications by the reviewers. • Leads review committee and conveys comments, if any, to the grant applicants. • Oversees the development and approves research course programme. • In collaboration with the EUROSPINE staff, ensures that allocated budget is met. • Leads the development, in collaboration with the Education Council and EUROSPINE staff of research-related education. • Leads the development and use, in collaboration with the Task Force Research and EUROSPINE staff, of all necessary educational material, including presentations, eLearning material, guidelines, internal procedures needed to keep EUROSPINE research activities in line with the latest international guidelines, best practices and new technologies. • Leads the development of all other research activities (e.g. travel grants, grant follow ups, etc.). • Represent and promote the EUROSPINE education and research activities to stakeholders and the general public. 	<ul style="list-style-type: none"> • Task Force Research (TFR) in strategic tasks to achieve set goals. • Represent and promote the EUROSPINE activities to stakeholders and the general public. • 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, educational events, grant reviews and conference calls, as occasion demands.

Meetings	
<ul style="list-style-type: none"> • 3 meetings per year (face-to-face) with the EUROSPINE Executive Committee to present current projects and discuss the strategic development of the Society in general. 	<ul style="list-style-type: none"> • 1 to 2 meetings per year (face-to-face) with the committee and national representatives of EuSSAB. • Regular meetings (face-to-face or virtual) with the responsible EUROSPINE staff members. • Teleconferences for specific projects, as occasion demands. (as of Nov. 2019 bi-weekly / monthly calls with the all EuSSAB Committee members)
Benefits	
<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 organized during the Annual Meeting