

Role:	EuSSAB Com Chair	EuSSAB Com Members
Reporting to:	Executive Committee	EuSSAB Com Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Membership Relations Manager	

Committee Members*		
Committee Position	No. of persons	Duration of Term
Chair	1	3 years
Member	3	3 years
EuSSAB Representative	3	1 year (while EuSSAB Representative)

*EuSSAB Vice Representative joins the committee, when becoming the EuSSAB Representative, after his 1-year-term as the Vice Representative.

EuSSAB Com CHAIR	EuSSAB Com ALL
Responsibilities	
<ul style="list-style-type: none"> Lead the EuSSAB Committee Develop goals and objectives for EuSSAB Develop and implement strategies to achieve the set goals and objectives Ensure succession planning Define task distribution among committee members Conduct efficient committee meetings / update calls Conduct efficient meetings with national EuSSAB representatives Responsible to manage the allocated budget. Represent the EuSSAB Committee in the EUROSPINE Executive Committee 	<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 English 	

Eligibility	
<ul style="list-style-type: none"> Former member of the EuSSAB Committee 	<ul style="list-style-type: none"> Former national EuSSAB representative Current / former EuSSAB representative 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"> Prepare and chair the EuSSAB meetings (1-2 meetings per year) Prepare and chair the EuSSAB Committee update calls (bi-weekly / monthly) Oversee and approve all activities to promote EuSSAB and the leverage of EUROSPINE activities. Review and evaluate new applications for institutional membership, present them to the ExCom and in a next step to all national EuSSAB representatives. Lead the development of new projects in collaboration with the EuSSAB Committee members Set the example and ensure that timelines, deadlines and EUROSPINE procedures and processes are followed and agreed templates are followed by all members of the EuSSAB Committee (ex. presentation of EUROSPINE in general and membership activities at other meetings) 	<ul style="list-style-type: none"> Support the committee in strategic tasks to achieve set goals. Represent and promote the EUROSPINE 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	
<ul style="list-style-type: none"> 3 meetings per year (face-to-face) with the EUROSPINE Executive Committee to present current projects and discuss 	<ul style="list-style-type: none"> 1 to 2 meetings per year (face-to-face) with the committee and national representatives of EuSSAB.

<p>the strategic development of the Society in general.</p>	<ul style="list-style-type: none"> • 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)
<p>Benefits</p>	
<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