

Role:	MemCom Chair	MemCom Members
Reporting to:	Executive Committee	MemCom 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

MemCom CHAIR	MemCom ALL
Responsibilities	
<ul style="list-style-type: none"> Lead the Membership Committee Develop goals and objectives for membership management Develop and implement strategies to achieve the set goals and objectives Ensure succession planning Define task distribution among committee members Conduct efficient committee meetings Responsible to manage the allocated budget. Represent the Membership 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 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 Membership Committee 	<ul style="list-style-type: none"> Active / Senior member of EUROSPINE Candidates can apply by themselves or be proposed by another member

	<ul style="list-style-type: none"> • 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.
<h3>Duties</h3>	
<ul style="list-style-type: none"> • Prepare and chair MemCom meetings (1-2 meetings per year) • Oversee and approve all membership applications and any new activities to attract new members. • Prepare and chair the Membership Committee meetings (1-2 meetings per year) • Lead the development of new membership benefit programmes, in collaboration with the Membership Committee members • Set the example and ensures that timelines, deadlines and EUROSPINE procedures and processes are followed and agreed templates are followed by all members of the Membership Committee (ex. presentation of EUROSPINE in general and membership activities at other meetings) 	<ul style="list-style-type: none"> • Review and evaluate new membership applications, as well as the pre-ratify new members. • Support the committee in strategic tasks to achieve set goals. • Represent and promote the EUROSPINE membership 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.
<h3>Meetings</h3>	
<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 Membership Committee. • Regular meetings (face-to-face or virtual) with the responsible EUROSPINE staff members. • Teleconferences for specific projects, as occasion demands.
<h3>Benefits</h3>	
<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