

<b>Role:</b>	Chair and Members of the Patient Line Committee (PLCom)
<b>Term:</b>	Single term of three years (cannot be prolonged)
<b>From:</b>	1 November
<b>To:</b>	31 October
<b>Staff support:</b>	Marketing and Communication Manager
<b>Reporting to:</b>	Stakeholder Council

PLCom CHAIR	PLCom ALL
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Lead the PL Com</li> <li>• Develop goals and objectives for the PL activities</li> <li>• Develop and implement strategies to achieve goals and objectives</li> <li>• Ensure succession planning</li> <li>• Define task distribution among committee members</li> <li>• Conduct efficient committee meetings</li> <li>• Support with budget control</li> </ul>	<ul style="list-style-type: none"> <li>• Implement EUROSPINE guidelines and policies</li> <li>• Ensure usage of EUROSPINE brand is correctly managed at all times</li> <li>• Ensure appropriate and timely communication with the EUROSPINE staff</li> </ul>
<b>Requirements</b>	
<ul style="list-style-type: none"> <li>• Have a commitment to EUROSPINE'S mission, vision and goals (strategic plan)</li> <li>• Have a strong interest in working on the advancement of the Society</li> <li>• Understand the needs of our members and stakeholders</li> <li>• Represent the membership at large, not a particular interest group</li> <li>• Understand the need to base decisions on what is good for the Society</li> <li>• Willing and committed to devote the necessary time to EUROSPINE</li> <li>• Highly motivated</li> <li>• Fluent English</li> </ul>	
<b>Eligibility</b>	
<ul style="list-style-type: none"> <li>• Former member of the PL Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Active and Senior members</li> <li>• Candidates can apply by themselves or be proposed by another member.</li> <li>• Committee chair has priority right in choosing new members or successor</li> <li>• Candidates can be nominated but need to hand in full requested documentation</li> <li>• Conflict of interests must be mentioned together with the application documentation.</li> </ul>

Duties	
<ul style="list-style-type: none"> <li>• Prepare and chair the PLCom face to face meeting (once per year and if possible)</li> <li>• Prepare and chair monthly virtual meetings</li> <li>• In collaboration with EUROSPINE staff, ensure that allocated budget is met</li> <li>• Lead the development of information provided digitally and analogue</li> <li>• Set the example and ensure that timelines, deadlines and EUROSPINE procedures and processes are followed by all members of the PLCom</li> </ul>	<ul style="list-style-type: none"> <li>• Determine topics that would benefit spine care physicians and their patients by increasing the understanding of spine conditions and their treatment options and possible risks/ side effects.</li> <li>• Support the committee in strategic tasks to achieve set goals.</li> <li>• Represent and promote the EUROSPINE membership activities towards the outside world.</li> <li>• Ensure activities are not delayed by giving feedback to EUROSPINE staff questions within a reasonable time-frame (48 hours during business days).</li> <li>• Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly.</li> <li>• Attend meetings and conference calls, as occasion demands.</li> </ul>
Meetings	
<ul style="list-style-type: none"> <li>• 1 meeting per year (face-to-face – if possible)</li> <li>• Regular (bi-)monthly 1h meetings (virtual) with the PLCom</li> <li>• TelCos (e.g. bilateral between Chair and EUROSPINE staff or specific projects), as occasion demands.</li> </ul>	
Benefits	
<ul style="list-style-type: none"> <li>• Financials: Free registration to the Annual Meeting including travel reimbursement, if an official committee meeting is organised during the Annual Meeting ---Subject to the society's financial situation---</li> </ul>	