

## Executive Committee

<b>Role:</b>	Executive Com Member
<b>Reporting to:</b>	Executive Committee/PresLine
<b>Term:</b>	Single term of three years
<b>From:</b>	1 November
<b>To:</b>	31 October
<b>Staff support:</b>	Admin Director / Education Director according to Tasks

PresLine	ExCom ALL
<b>Responsibilities</b> in addition to the high level definitions in the business rules 2.3	
President, Vice-President, President-Elect, Past President, Treasurer, Secretary <ul style="list-style-type: none"> <li>• in addition to the high-level definitions in the business rules #5.2:</li> <li>• Attend bi-weekly Operation Calls, Mondays 10:30 – 11:30 h</li> <li>• Handle upcoming issues in a timely manner between ExCom meetings</li> </ul>	<ul style="list-style-type: none"> <li>• in addition to the high-level definitions in the business rules #2.3, 4</li> <li>• #5.1 President</li> <li>• #3 &amp; 8 councils</li> <li>• #6, treasurer</li> <li>• #7, secretary</li> <li>• Supervision of Committees and TF</li> <li>• Leading of own projects/councils</li> <li>• Ensure succession planning</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 society at third party meetings</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>• Active, Senior and Honorary members</li> <li>• Candidates for President, Vice-President, President Elect and Past-President of the Executive Committee must be active members. They must further be either (former) members of the Executive Committee, a (former) chairperson of another Committee or Honorary Member.</li> <li>• Candidates for Secretary, Treasurer or Council must have served the Society in relevant positions incl. at least as a Committee member for a minimum of two years.</li> <li>• Candidates for chairmanship of a Committee must present their qualifications.</li> <li>• "Equity rules" are respected (Nomination Committee)</li> <li>• Conflict of interest statements must be mentioned together with the application documentation</li> </ul>	
<b>Duties</b>	
<ul style="list-style-type: none"> <li>• Responsibility of assigned topic (council) incl. its preparation for meetings incl. GA, updates and future strategies</li> </ul>	

- Budget control for assigned topics (council)
- Attend  $\pm$  three Committee Meetings/yr, probably WE's
- Chair sessions at scientific meetings
- Attend third party specialty meetings if required/invited in a representative role
- Answer e-mails within 48 hours
- Advise EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly

### Meetings

- Three Meetings (Fri-evening to Sun morning, probably WE's, January, Spring, along AM)
- Teleconferences for specific projects, as occasion demands

### Benefits

- 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*---
- Accommodation and travel to ExCom Meetings are covered by the society