

Programme Committee

Role:	Programme Com Chair	Programme Com Members
Reporting to:	Executive Committee	Programme Com Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Director of Administration / Scientific Secretariat	

Progr Com CHAIR	Progr Com ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the Programme Committee • Represent the Programme Committee in the EUROSPINE Executive Committee as Meeting Council • Develop goals and objectives • Scientific Content for the Annual Meeting • Ensure succession planning • Define task distribution among committee members • Implement EUROSPINE guidelines and policies • Ensure usage of EUROSPINE brand is correctly managed at all times • Ensure appropriate and timely communication with related staff support • Support with budget control 	<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 Programme Committee 	<ul style="list-style-type: none"> • Active and Senior member • Relevant publication list, reviewing experience • 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
<h3>Duties</h3>	
<ul style="list-style-type: none"> • Prepare and chair the ProgrCom meetings (1-2 meetings per year) • Address challenges in the meeting world and come up with new initiatives and ideas in collaboration with the Committee members • Set the example and ensure that timelines and deadlines are followed in order to get successful meeting 	<ul style="list-style-type: none"> • Define 4 Co-Reviewers, responsibility for their evaluation task and deadline keeping • Go through “How to evaluate abstracts” webinar, incl. all co-reviewers • Abstract Evaluation (\pm 50-150 Abstracts) to read and score March/April incl. a first pre-selection for the final programme, responsibility for the allocated categories • Support ProgrChair and Admin to finalise the AM scientific programme, incl. definition of sessions and chairs • Chair sessions at AM on request
<ul style="list-style-type: none"> • Answer e-mails within 48 hours • Advise EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly 	
<h3>Meetings</h3>	
<ul style="list-style-type: none"> • Attendance of yearly ProgrCom Meeting (Fri-evening to Sun morning, probably a WE in April) is mandatory • Feedback meeting (60 min) Friday of AM • Teleconferences for specific projects, as occasion demands 	
<h3>Benefits</h3>	
<ul style="list-style-type: none"> • Financials: Free registration and invitation to the ExCom dinner during the Annual Meeting ---Subject to the society's financial situation--- 	