

Role:	Chair of Task Force Spine Tango (TFST)	Member of the TFST
Reporting to:	Executive Committee	Chair of Task Force Spine Tango
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Quality Assurance Manager	

TFST CHAIR	TFST ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the TFST • Encourage the implementation of goals and objectives for Spine Tango • Promote further development, planning of actions and their execution especially for the five current workstreams and upcoming tasks: <ul style="list-style-type: none"> ○ Improvement new Spine Tango platform ○ Increase number of participants ○ Business model ○ Revenue share model with participants ○ Establishing a scientific board (i.e. Ensuring the continuous growth of scientific good quality output based on the registry data) • Advise officers if they need help • Represent and report back to Executive Committee about the work, achievements and obstacles of Spine Tango • Report back from ExCom to the Task Force • Solve and/or escalate challenges • Coordinate Spine Tango's budget in collaboration with the registry manager • Ensure appropriate and timely communication with the registry manager • Ensure succession planning • Carry out knowledge transfer to successor • Advance self-organisation of the Task Force 	<ul style="list-style-type: none"> • Participate (pro)actively in the TFST • Participate and contribute to efficient jour fix meetings of the task force • Contribute in developing and implementing goals, objectives and strategies • Give advice on the five current workstreams but also on upcoming tasks <ul style="list-style-type: none"> ○ Improvement new Spine Tango platform ○ Increase number of participants ○ Business model ○ Revenue share model with participants ○ Establishing a scientific board (i.e. Ensuring the continuous growth of scientific good quality output based on the registry data) • Contribute in accomplishing tasks given to TFST members • Support the chair in achieving the goals of Spine Tango • Review activities • Representation of users' interests • Ensure appropriate and timely communication with the registry manager • (Hold a specific role as officer)

<ul style="list-style-type: none"> Recruit new members of the Task Force Discharge members who leave the Task Force 	
<h3>Requirements</h3>	
<ul style="list-style-type: none"> Have a commitment to EUROSPINE's mission, vision and goals (strategic plan) Have a commitment to Spine Tango's mission statement and aims Have a strong interest in working on the advancement of Spine Tango Understand the needs of the Spine Tango users Committed to devote the necessary time to the mentioned responsibilities and duties. <i>Ideally</i> dedicate time at EUROSPINE only to Spine Tango instead of other committees and task forces (chair exempted) Highly motivated Fluent English 	
<h3>Eligibility</h3>	
<ul style="list-style-type: none"> Active / senior member of EUROSPINE Candidate can be nominated by the Task Force itself, but need to hand in the full requested documentation¹ Conflict of interest must be mentioned together with the application documentation. 	<ul style="list-style-type: none"> Active / senior member of EUROSPINE Candidates can apply by themselves or be proposed by another member Task Force and chair have priority right in choosing new members or successor Candidates can be nominated but need to hand in full requested documentation² Conflict of interests must be mentioned together with the application documentation.
<h3>Duties</h3>	
<ul style="list-style-type: none"> Lead and attend the jour fixe (online) of the Task Force Spine Tango Prepare, lead and attend the TFST face-to-face meetings Coordinate meeting with the TFST and the quality assurance manager Determine and prioritise topics that contribute to Spine Tango's success Represent and promote Spine Tango towards the outside world Ensure timelines, deadlines and EUROSPINE procedures and processes are followed by all members of the TFST Ensure activities are not delayed by giving feedback to questions of the quality assurance manager on a planned date 	<ul style="list-style-type: none"> Attend and participate in jour fixes (online) and meetings as occasion demands Represent and promote Spine Tango towards the outside world Ensure activities are not delayed by giving feedback to questions of the quality assurance manager on a planned date Advise the quality assurance manager in case of vacation or absence and appoint a deputy accordingly

¹ Documents will be defined by the NomCom

² Documents will be defined by the NomCom

- Advise the quality assurance manager in case of vacation or absence and appoint a deputy accordingly

Responsibilities of officers & support

An officer takes the lead for one of the following upcoming areas on a meta level to advance it. Officer positions are currently:

- **Officer for marketing affairs**
 - Lead marketing instruments such as webpage, user docs, flyers etc.
 - Advise on ST marketing measures, i.e. marketing material (presentations, communications, twitter, etc.)
- **Officer for business affairs**
 - Responsible for the business plan and income generation
 - Take care of business matters related to Spine Tango, i.e. generating revenue in ST related activities; detecting revenue opportunities
- **Officer for budget affairs**
 - Take care of expenses, revenue, budget compliance, exceeding budget, reimbursement, payment of invoices
- **Officer for industry affairs**
 - Lead collaboration with the industry
 - Represent ST's interests in industry meetings (virtual or on site) and also advise on industry requests
- **Officer for user affairs**
 - Lead user meeting STUM etc.
- **Officer for national societies**
 - Lead for the collaboration with national societies
 - Maintain contact with national societies to promote the ST registry, follow up on interested national societies
 - Participate in the EuSSAB activities if related to ST
- **Officer for science**
 - Lead regarding study requests, scientific board, publication rules
 - advise to answer scientific request (e.g. study requests of hospitals or research groups)
 - Responsible to set up the scientific board and maintain the contact as well as establishing the communication between the scientific board and the TFST
- **Delegate of the Task Force / Registry Expert officer (support)**
 - Contact for NEC queries, Swiss Spine (SIRIS) queries, study requests, requests for medical affairs
 - Prepares decisions for the Task Force
 - Advise the Quality Assurance Manager
- **Quality Assurance Manager (support)**
 - Initiate and establish all of EUROSPINE's internal processes and structures to ensure the appropriate functioning and further growth of the Spine Tango registry with NEC
 - Adequate support for the registry expert in his activities
 - Coordinate and promote activities in accordance with the Task Force Spine Tango

- Support the TFST and especially the chair of it in relation to the tasks mentioned in this document
- Ensure further development, planning of actions and their execution especially for the five current workstreams (see above) and upcoming tasks
- Is involved in communication of NEC with Spine Tango stakeholders
- Manage Budget of Spine Tango Registry and Task Force Spine Tango
- Conduct efficient jour fixe and face-to-face meetings of the Task Force
- Provide minutes of jour fixe to TFST members
- Conduct communication with ST stakeholders that are not covered by Delegate of the Task Force
- Monitor action plans, deadlines and their implementation
- Gain new members of the Spine Tango registry
- Position the registry as future cooperation partner for the MedTech industry

Structure

Core Team

- Push forward the workstreams and further affairs of the ST registry to advance the registry

Extended Core Team

- Prepare decisions regarding workstreams and further affairs of the ST registry

Meetings

- | | |
|---|---|
| <ul style="list-style-type: none"> • ExCom meetings (3 meetings per year) • 1 to 2 meetings per year (face-to-face) with the Task Force Spine Tango (e.g. at the annual meeting) • Jour fixe of the Task Force Spine Tango (once per months, around 1 hour, virtual) • Conference calls as occasion demands | <ul style="list-style-type: none"> • 1 to 2 meetings per year (face-to-face) with the Task Force Spine Tango (e.g. at the annual meeting) • Jour fixe of the Task Force Spine Tango (once per months, around 1 hour, virtual) |
|---|---|

Benefits

- | | |
|---|---|
| <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 |
|---|---|

----Subject to the society's financial situation---

----Subject to the society's financial situation--