

# Community & Leadership Council

MEMBERSHIP / **EURO SPINE**

## Role Descriptions

<b>Role:</b>	Community & Leadership Council Chair	Community & Leadership Council Members
<b>Reporting to:</b>	Executive Committee	Community & Leadership Council Chair
<b>Term:</b>	Single term of three years	
<b>From:</b>	1 November	
<b>To:</b>	31 October	
<b>Staff support:</b>	Community & Membership Project Manager	

Community & Leadership Council CHAIR	Community & Leadership Council MEMBERS
Responsibilities	<ul style="list-style-type: none"> <li>Lead the Community &amp; Leadership Council.</li> <li>Develop goals and objectives for membership management.</li> <li>Develop and implement strategies to achieve the set goals and objectives</li> <li>Ensure succession planning.</li> <li>Conduct efficient committee meetings.</li> <li>Represent the Community &amp; Leadership Council in the EUROSPINE Executive Committee.</li> <li>Contribute to the definition of annual strategic objectives and their translation into clear quarterly priorities and deliverables, with periodic progress review in collaboration with EUROSPINE staff and leadership.</li> </ul> <ul style="list-style-type: none"> <li>Implement EUROSPINE guidelines and policies.</li> <li>Ensure reputation of EUROSPINE and brand are correctly managed, avoiding any commercial or industry advantage.</li> <li>Ensure appropriate and timely communication with the EUROSPINE staff.</li> <li>Actively engage in implementation strategies to achieve the goals and objectives of the Community &amp; Leadership Council.</li> <li>Actively promote EUROSPINE within own networks and communities of practice.</li> </ul>
Requirements	<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 to shape the future of EUROSPINE,</li> <li>Fluent in English.</li> </ul>

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Eligibility	
<ul style="list-style-type: none"> <li>Chair Elect of the Community &amp; Leadership Council</li> </ul>	<ul style="list-style-type: none"> <li>EUROSPINE member</li> <li>Candidates must apply themselves.</li> <li>Any conflict of interests must be declared together with the application documentation.</li> </ul>
Duties	
<ul style="list-style-type: none"> <li>Prepare and chair the Community &amp; Leadership Council meetings.</li> <li>Lead the development of new membership benefit programmes, in collaboration with the Community &amp; Leadership Council members.</li> <li>Set the example and ensures that timelines, deadlines and EUROSPINE procedures and processes are followed and agreed templates are used by all members of the Membership Council (ex. presentation of EUROSPINE in general and membership activities at other meetings).</li> </ul>	<ul style="list-style-type: none"> <li>Support the Council in working with Presline &amp; Executive Committee on strategic tasks to achieve set goals.</li> <li>Represent and promote the EUROSPINE membership activities externally.</li> <li>Ensure activities are not delayed by giving timely feedback to EUROSPINE staff and other Council/Committee members.</li> <li>Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly.</li> <li>Attend meetings<sup>1</sup> and conference calls, as required.</li> </ul>
Meetings	
<ul style="list-style-type: none"> <li>Chair attends 3-4 meetings per year with the EUROSPINE Executive Committee, to present current projects and discuss the strategic development of the Society in general.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings (virtually) with the Community &amp; Leadership Council.</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>	