

Programme Committee

Role:	Meeting Council Chair
Reporting to:	ExCom
Term:	Single term of three years
From:	1 November
To:	31 October
Staff support:	Director of Meetings & Operations / Manager Meetings & Operations

Meeting Council CHAIR	
Responsibilities	
<ul style="list-style-type: none"> • Lead the Meeting Council and liaise closely with the Chair of the Education ProgCom and the Scientific ProgCom • Ensure that the Annual Meeting continues its path to a must-attend-event • Support the EUROSPINE Mission of developing the Annual Meeting up to 5,000 participants • Ensure a smooth communication process between the Education ProgCom Chair and the Scientific ProgCom Chair • Define task distribution among the Scientific and the Education ProgCom Chair • 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 • Promote the EUROSPINE Annual Meeting through social media channels and at other Spine Conferences • 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. 	
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	
Former member of the Programme Committee	

Duties
<ul style="list-style-type: none"> • Set up the overall structure of the Annual Meeting in collaboration with the Director of Meetings & Operation, the Manager of Meetings & Operation, the President and the President Elect • Address challenges in the meeting world and come up with new initiatives and ideas in collaboration with the Committee members and the EUROSPINE Staff • Represent the Meeting Council in front of the ExCom • Monitor the work of the Education ProgCom and the Scientific ProgCom • Monitor the Abstract Submission Set-up, process and the reviewing of the abstracts • Lead the Scientific ProgCom Meeting after the Abstract Submission Deadline • Ensure that timelines and deadlines are followed
<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
Meetings
<ul style="list-style-type: none"> • Yearly Kick-Off Meeting, ideally linked to the industry meeting around end of November • Attendance of yearly ProgrCom Meeting (Fri-evening to Sun morning, probably a WE in April) is mandatory • Feedback meeting (60 min) Friday of AM • VideoCalls for specific projects, as occasion demands
Benefits
<ul style="list-style-type: none"> • ExCom Member in terms of financial support at the EUROSPINE Annual Meeting ---Subject to the society's financial situation---