

<b>Role:</b>	Education Committee Chair	Education Committee Members
<b>Reporting to:</b>	Executive Committee	Education Committee Chair
<b>Term:</b>	Single term of three years	
<b>From:</b>	1 November	
<b>To:</b>	31 October	
<b>Staff support:</b>	Director of Education and Research, Education and Research Manager	

EduCom CHAIR	EduCom ALL
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Be an active member of the Executive Committee</li> <li>• Lead the Education Committee</li> <li>• Develop goals and objectives for the education activities</li> <li>• Develop and implement strategies to achieve the set goals and objectives</li> <li>• Ensure succession planning</li> <li>• Define task distribution among committee members</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 usage of EUROSPINE brand is correctly managed at all times</li> <li>• Ensure appropriate and timely communication with EUROSPINE staff</li> </ul>
<b>Requirements</b>	
<ul style="list-style-type: none"> <li>• Have a commitment to the EUROSPINE 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 institutional and associate 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</li> <li>• Fluent English</li> </ul>	
<b>Eligibility</b>	
<ul style="list-style-type: none"> <li>• EUROSPINE standard/premium/fellow member in good standing</li> <li>• Former member of the EduCom</li> <li>• From 2024, will serve in Chair elect position.</li> <li>• Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest.</li> </ul>	<ul style="list-style-type: none"> <li>• EUROSPINE standard/premium/fellow member in good standing</li> <li>• Past experience and strong interest in education</li> <li>• Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest.</li> </ul>

<b>Duties</b>	
<ul style="list-style-type: none"> <li>Support the EUROSPINE leadership in fostering education in the spine care community and participate actively in setting and achieving strategic goals and priorities of the society.</li> <li>Prepare and chair EduCom meetings (at least 4 meetings per year)</li> <li>Oversee and approve all course programmes.</li> <li>In collaboration with the EUROSPINE staff, ensure governance of allocated budget.</li> <li>Lead the development, in collaboration with all EduCom members and EUROSPINE staff, of all necessary assessments, tools and questionnaires to ensure EUROSPINE is at the forefront in this area.</li> <li>Lead the development and use (in collaboration with all EduCom members and EUROSPINE staff) of all necessary educational material, including presentations, eLearning material, guidelines, internal procedures needed to keep EUROSPINE education activities in line with the latest international guidelines, best practices and new technologies.</li> <li>Lead the development (in collaboration with the Education Committee members) of all other education activities (Observership grants, diploma equivalence, etc.).</li> <li>Represent and promote the EUROSPINE education activities and all other EUROSPINE activities to stakeholders and the general public including social media.</li> </ul>	<ul style="list-style-type: none"> <li>Support the committee in strategic tasks to achieve set goals and priorities.</li> <li>Represent and promote the EUROSPINE activities to stakeholders and the general public.</li> <li>Ensure activities are not delayed by giving feedback to EUROSPINE staff questions within a reasonable time-frame (48 hours during business days).</li> <li>Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly.</li> <li>Attend meetings, educational events and conference calls, as occasion demands.</li> <li>Promote the EUROSPINE education activities and all other EUROSPINE activities to stakeholders and the general public including social media.</li> </ul>
<b>Meetings</b>	
<ul style="list-style-type: none"> <li>3 meetings per year (face-to-face or virtual) with the EUROSPINE Executive Committee to present current projects and discuss the strategic development of the Society in general.</li> <li>Teleconferences for specific projects, as occasion demands (I.e. EuSSAB meetings bi-weekly Ops call, EDISC, Spine20, Rehabilitation Council).</li> </ul>	<ul style="list-style-type: none"> <li>At least 4 meetings per year (face-to-face or virtual) with the Education committee</li> <li>Regular meetings (face-to-face or virtual) with responsible EUROSPINE staff members.</li> </ul>
<b>Benefits</b>	
<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</li> <li><i>--Subject to the society's financial situation---</i></li> </ul>	