

Role:	Chair and Members of the Patient Line Committee (PLCom)
Term:	Single term of three years
From:	1 November
To:	31 October
Staff support:	Marketing and Communication Manager
Reporting to:	Rehabilitation Council and Executive Committee

PLCom CHAIR	PLCom ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the PL Com • Develop goals and objectives for the PL activities in line with the EUROSPINE strategic plan • Support succession planning • Develop and implement strategies to achieve set goals and objectives • Define task distribution among committee members • Conduct efficient committee meetings • Support with budget control • 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. • 	<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 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"> • EUROSPINE standard/premium/fellow member in good standing • Former member of the PL Committee • Candidates apply directly with the EUROSPINE nomination committee 	<ul style="list-style-type: none"> • EUROSPINE standard/premium/fellow member in good standing • Candidates apply by themselves • Candidates apply directly with the EUROSPINE nomination committee

with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest.	with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest.
Duties	
<p>Leadership and Strategic Oversight</p> <ul style="list-style-type: none"> Lead the Patient Line Committee (PLCom), defining and implementing goals and strategies aligned with EUROSPINE's strategic plan. Oversee task distribution among committee members, ensuring equitable workload and skills alignment. Conduct efficient meetings, follow up on decisions, and support succession planning by mentoring future leaders. <p>Reporting and Representation</p> <ul style="list-style-type: none"> Prepare and present updates for ExCom (three times per year) and contribute to the Annual Report. Represent the PLCom at EUROSPINE meetings, patient-focused events, and in external communications, including social media. Actively promote EUROSPINE membership and initiatives to stakeholders and the public. <p>Budget and Process Management</p> <ul style="list-style-type: none"> Collaborate with EUROSPINE staff to manage budgets effectively. Ensure compliance with EUROSPINE policies, procedures, timelines, and brand guidelines. <p>Collaboration and Communication</p> <ul style="list-style-type: none"> Maintain timely communication with EUROSPINE staff, committees, and stakeholders. 	<p>Educational Contributions and Content Creation</p> <ul style="list-style-type: none"> Summarise Spine Tuesday webinars when topics are relevant to patients. Contribute to planning and delivering sessions at EUROSPINE Annual Meetings and patient-focused webinars. Create patient-centred materials, including promotional content for social media, videos, and other resources. <p>Collaboration and Adaptability</p> <ul style="list-style-type: none"> Take on tasks as assigned by the Chair or agreed upon in committee meetings, adapting to the evolving needs of the Patient Line Committee and EUROSPINE's strategic goals. Identify topics and activities beneficial to spine physicians and their patients. <p>Communication and Participation</p> <ul style="list-style-type: none"> Respond to enquiries within 48 hours on working days. Notify EUROSPINE staff of absences and, if needed, appoint deputies to fulfil responsibilities. Regularly attend meetings, including face-to-face and bi-monthly virtual meetings, and actively engage in discussions to achieve set goals. <p>Promotion and Outreach</p> <ul style="list-style-type: none"> Promote EUROSPINE activities and patient-centred initiatives externally, including via social media.

<ul style="list-style-type: none"> • Handle bilateral calls with EUROSPINE staff for specific projects or initiatives as required. 	<ul style="list-style-type: none"> • Ensure timely execution of assigned activities and tasks.
Meetings	
<ul style="list-style-type: none"> • 1 face-to-face meeting per year (if possible) • Regular (bi-)monthly 1h meetings (virtual) with the PLCom • TelCos (e.g. bilateral between Chair and EUROSPINE staff or specific projects), as occasion demands. 	
Benefits	
<ul style="list-style-type: none"> • 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--- 	