

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

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

<p>with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest.</p>	<p>with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest.</p>
<h2>Duties</h2>	
<p><b>Leadership and Strategic Oversight</b></p> <ul style="list-style-type: none"> <li>Lead the Patient Line Committee (PLCom), defining and implementing goals and strategies aligned with EUROSPINE's strategic plan.</li> <li>Oversee task distribution among committee members, ensuring equitable workload and skills alignment.</li> <li>Conduct efficient meetings, follow up on decisions, and support succession planning by mentoring future leaders.</li> </ul>	<p><b>Educational Contributions and Content Creation</b></p> <ul style="list-style-type: none"> <li>Summarise Spine Tuesday webinars when topics are relevant to patients.</li> <li>Contribute to planning and delivering sessions at EUROSPINE Annual Meetings and patient-focused webinars.</li> <li>Create patient-centred materials, including promotional content for social media, videos, and other resources.</li> </ul>
<p><b>Reporting and Representation</b></p> <ul style="list-style-type: none"> <li>Prepare and present updates for ExCom (three times per year) and contribute to the Annual Report.</li> <li>Represent the PLCom at EUROSPINE meetings, patient-focused events, and in external communications, including social media.</li> <li>Actively promote EUROSPINE membership and initiatives to stakeholders and the public.</li> </ul>	<p><b>Collaboration and Adaptability</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Identify topics and activities beneficial to spine physicians and their patients.</li> </ul>
<p><b>Budget and Process Management</b></p> <ul style="list-style-type: none"> <li>Collaborate with EUROSPINE staff to manage budgets effectively.</li> <li>Ensure compliance with EUROSPINE policies, procedures, timelines, and brand guidelines.</li> </ul>	<p><b>Communication and Participation</b></p> <ul style="list-style-type: none"> <li>Respond to enquiries within 48 hours on working days.</li> <li>Notify EUROSPINE staff of absences and, if needed, appoint deputies to fulfil responsibilities.</li> <li>Regularly attend meetings, including face-to-face and bi-monthly virtual meetings, and actively engage in discussions to achieve set goals.</li> </ul>
<p><b>Collaboration and Communication</b></p> <ul style="list-style-type: none"> <li>Maintain timely communication with EUROSPINE staff, committees, and stakeholders.</li> </ul>	<p><b>Promotion and Outreach</b></p> <ul style="list-style-type: none"> <li>Promote EUROSPINE activities and patient-centred initiatives externally, including via social media.</li> </ul>

<ul style="list-style-type: none"><li>Handle bilateral calls with EUROSPINE staff for specific projects or initiatives as required.</li></ul>	<ul style="list-style-type: none"><li>Ensure timely execution of assigned activities and tasks.</li></ul>
<h3>Meetings</h3>	
<ul style="list-style-type: none"><li>1 face-to-face meeting per year (if possible)</li><li>Regular (bi-)monthly 1h meetings (virtual) with the PLCom</li><li>TelCos (e.g. bilateral between Chair and EUROSPINE staff or specific projects), as occasion demands.</li></ul>	
<h3>Benefits</h3>	
<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 <i>---Subject to the society's financial situation---</i></li></ul>	