

Role:	Research Council Chair	Research Committee Members
Reporting to:	Executive Committee	Research Council Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Director of Education and Research, Education and Research Manager	
Officer roles	See below details of current responsibilities and roles. These are subject to change on an annual basis, with members leaving and new ones joining or simply re-evaluating tasks and priorities.	

Research Council CHAIR	Research Committee ALL
Responsibilities	
<ul style="list-style-type: none"> • Lead the Research Council • Develop goals and objectives for the committee activities • Develop and implement strategies to achieve the set goals and objectives • Ensure succession planning • Define task distribution among committee members • 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 EUROSPINE staff
Requirements	
<ul style="list-style-type: none"> • Have a commitment to the EUROSPINE 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	
<ul style="list-style-type: none"> • Former member of the Research Committee (previously Task Force) 	<ul style="list-style-type: none"> • Past experience and strong interest in interprofessional spine care • Candidates can apply directly or be proposed by another member • Committee and chair have priority right in choosing new members or successor • Candidates can be nominated but need to hand in full requested documentation • Conflict of interests must be mentioned together with the application documentation

Duties	
<ul style="list-style-type: none"> • Prepare and chair Research Committee meetings 2-4 times a year. • Oversee and approve the course programme. • In collaboration with the EUROSPINE staff, ensure governance of allocated budget • Lead the development, in collaboration with all Research Committee members and EUROSPINE staff, of all necessary assessments, tools and questionnaires to ensure EUROSPINE is at the forefront in this area. • Lead the development and use (in collaboration with all Research Committee members and EUROSPINE staff) of all necessary educational material, including presentations, e-learning material, guidelines, internal procedures needed to keep Research Committee activities in line with the latest international guidelines, best practices and new technologies. • Lead the development (in collaboration with the Research Committee members) of all Research Committee activities (research course, grants review). • Represent and promote the EUROSPINE Research Committee activities to stakeholders and the general public. 	<ul style="list-style-type: none"> • Support the committee in strategic tasks to achieve set goals. • Represent and promote the EUROSPINE activities to stakeholders and the general public. • Ensure activities are not delayed by giving feedback to EUROSPINE staff questions within a reasonable timeframe (48 hours during business days). • Advise the EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly. • Attend meetings, educational events and conference calls, as occasion demands.
Meetings	
<ul style="list-style-type: none"> • 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. • Virtual meetings for specific projects, as occasion demands (I.e. EuSSAB meetings bi-weekly Ops call, Spine20). 	<ul style="list-style-type: none"> • 3-4 meetings per year (virtual) with the Research Committee • Regular meetings (virtual) with responsible EUROSPINE staff members.
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--- 	