

Pre-Day and Lunch Symposia Committee

Role:	Pre-Day & Lunch Symp Com Chair	Pre-Day & Lunch Symp Com Members
Reporting to:	Meeting Council	Pre-Day & Lunch Symp Com Chair
Term:	Single term of three years	
From:	1 November	
To:	31 October	
Staff support:	Director of Meetings & Operations / Manager Meetings & Operations	

PreDay&Lunch Symp Com Chair	PreDay&Lunch Symp Com ALL
Responsibilities	
<ul style="list-style-type: none"> Lead the PreDay & Lunch Symposia Committee Develop goals and objectives Scientific Content for PreDay Courses and society Lunch Symposia Ensure succession planning Define task distribution among committee members 	<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 related staff support
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 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 PreDay & Lunch Symposia Committee 	<ul style="list-style-type: none"> Standard or Premium Member Candidates can apply by themselves 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"> Lead the PreDay & Lunch Symposia Committee Address challenges in the meeting world and come up with new initiatives and ideas in collaboration with the Committee members 	<ul style="list-style-type: none"> Arrange PreDay and/or Lunch Symposia content at own responsibility according to the task distribution of the PreDay & Lunch Symposia Com Chair Chair sessions at AM on request

<ul style="list-style-type: none"> • Set the example and ensure that timelines and deadlines are followed in order to get successful meeting 	
<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 	
<h3>Meetings</h3>	
<ul style="list-style-type: none"> • Chair to attend yearly ProgrCom Meeting (Sat full day, probably a WE in April) • Teleconferences for specific projects, as occasion demands 	
<h3>Benefits</h3>	
<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--- 	