

## Programme Committee

<b>Role:</b>	Programme Com Chair	Programme Com Members
<b>Reporting to:</b>	Executive Committee	Programme Com 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 Meetings & Operations / Scientific Secretariat	

Progr Com CHAIR	Progr Com ALL
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Lead the Programme Committee</li> <li>• Represent the Programme Committee in the EUROSPINE Executive Committee as Meeting Council</li> <li>• Develop goals and objectives</li> <li>• Scientific Content for the Annual Meeting</li> <li>• Ensure succession planning</li> <li>• Define task distribution among committee members</li> <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 related staff support</li> <li>• Support with budget control</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 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>• Former member of the Programme Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Active and Senior member</li> <li>• Relevant publication list, reviewing experience</li> <li>• Candidates can apply by themselves or be proposed by another member</li> <li>• Committee and chair have priority right in choosing new members or successor</li> </ul>

	<ul style="list-style-type: none"> <li>• Candidates can be nominated but need to hand in full requested documentation</li> <li>• Conflict of interests must be mentioned together with the application documentation</li> </ul>
<b>Duties</b>	
<ul style="list-style-type: none"> <li>• Define the overall scientific meeting structure of the ES Annual Meeting in terms of number of sessions, session formats &amp; topics together with the Director of Meetings and Operations</li> <li>• Prepare and chair the ProgrCom meetings (1-2 meetings per year)</li> <li>• Address challenges in the meeting world and come up with new initiatives and ideas in collaboration with the Committee members and the Director of Meetings &amp; Operations</li> <li>• <del>Set the example and</del> Ensure that timelines and deadlines are followed <del>in order to get successful meeting</del></li> </ul>	<ul style="list-style-type: none"> <li>• Define 4 Co-Reviewers, responsibility for their evaluation task and deadline keeping</li> <li>• Go through “How to evaluate abstracts” webinar, incl. all co-reviewers</li> <li>• Abstract Evaluation (<math>\pm</math> 50-150 Abstracts) of one of the 9 abstract topics: timeline: March/April, pre-select 10 oral presentations &amp; 2 best of shows</li> <li>• Bring in ideas for a potential key note speaker for the session</li> <li>• Support ProgrChair and Admin to finalise the AM scientific programme, incl. definition of sessions and chairs</li> <li>• Chair sessions at AM on request</li> </ul>
<ul style="list-style-type: none"> <li>• Answer e-mails within 48 hours</li> <li>• Advise EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly</li> </ul>	
<b>Meetings</b>	
<ul style="list-style-type: none"> <li>• Attendance of yearly ProgrCom Meeting (Fri-evening to Sun morning, probably a WE in April) is mandatory</li> <li>• Feedback meeting (60 min) Friday of AM</li> <li>• VideoCalls for specific projects, as occasion demands</li> </ul>	
<b>Benefits</b>	
<ul style="list-style-type: none"> <li>• Financials: Free registration and invitation to the Presidential dinner during the Annual Meeting ---Subject to the society's financial situation---</li> </ul>	