

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 		<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 • From 2025 will serve in Chair elect position • Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation 		<ul style="list-style-type: none"> • EUROSPINE standard/premium/fellow member in good standing • Candidates can apply by themselves or be proposed by another member • Candidates apply directly with the EUROSPINE nomination committee with requirements such as CV, motivation letter, recommendation letters and declared conflicts of interest. 	

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<p>Duties</p>	
<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. • Handle bilateral calls with EUROSPINE staff for specific projects or initiatives as required. 	<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">• 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.	