

## Pre-Day and Lunch Symposia Committee

<b>Role:</b>	Pre-Day & Lunch Symp Com Chair	Pre-Day & Lunch Symp Com Members
<b>Reporting to:</b>	Meeting Council	Pre-Day & Lunch Symp 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 / Manager Meetings & Operations	

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

<ul style="list-style-type: none"> <li>• Set the example and ensure that timelines and deadlines are followed in order to get successful meeting</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>	
<h3>Meetings</h3>	
<ul style="list-style-type: none"> <li>• Chair to attend yearly ProgrCom Meeting (Sat full day, probably a WE in April)</li> <li>• Teleconferences for 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 ---Subject to the society's financial situation---</li> </ul>	