

Secretary

Role:	Secretary as part of the Presidential Line
Reporting to:	Executive Committee
Term:	Single term of three years
From:	1 November
To:	31 October
Staff support:	Delegate of the ExCom, Director of Meetings and Operations, Director of Education and Research

Secretary as part of the Presidential Line

Overview

The Secretary is a pivotal point of communication and administration within EUROSPINE, bridging the Executive Committee (ExCom) and the Society's operational teams. Collaborating closely with the President, Vice-President, Past President, President-Elect, and other ExCom members, the Secretary ensures that governance directives and strategic decisions are effectively translated into everyday processes. This role also involves coordinating meeting agendas and documentation, particularly for ExCom and General Assembly (GA) sessions, and supporting the Delegate of the ExCom in overseeing operational follow-through.

Key Responsibilities

1. Governance and Administration

- Coordinate the agendas and follow-up actions for ExCom meetings, working in tandem with the President and Vice-President to align on priorities.
- Ensure accurate documentation of all key meetings: supervise the preparation and secure archiving of minutes for the ExCom and committees, and (where delegated) manage or oversee minute-taking at the General Assembly in compliance with the Statutes.

2. Support to the Presidential Line

- Serve as a primary liaison to the Presidential Line (President, Vice-President, Past President, and President-Elect), relaying critical updates from operational teams and highlighting urgent matters.
- Collaborate on strategic planning discussions, offering administrative insights and identifying practical steps to expedite decisions.

3. Operational Oversight

- Work closely with the Delegate of the ExCom to ensure that ExCom directives are reflected in the work led by the Directors (Meetings & Operations, Education & Research).
- Monitor the progress of major Society initiatives, alerting the Presidential Line to any issues requiring timely attention or additional resources.

4. ExCom Meeting Preparation & Reporting

- Draft and circulate meeting agendas to ExCom members well ahead of each session, incorporating input from Council Chairs, the two Directors, and the Delegate of the ExCom.

- Document ExCom decisions and resolutions clearly, track assigned tasks, and follow up with responsible parties on agreed timelines.

5. Member and Stakeholder Engagement

- In collaboration with the Directors, assist with membership-related communications, ensuring that member queries and updates receive prompt attention.
- Liaise with external partners (e.g. national spine societies, sponsors, educational bodies) on behalf of the ExCom, conveying or soliciting information relevant to EUROSPINE's objectives.

Requirements / Eligibility

- Must be a Standard, Premium, or Fellow Member of EUROSPINE in good standing, reflecting active involvement in Society initiatives.
- Has served on the ExCom or as a Council/Committee Chair, evidencing strong familiarity with Society governance.
- Proven organisational, administrative, and interpersonal skills, with the capacity to manage multiple concurrent tasks.
- Fluent in English and committed to abiding by EUROSPINE's Code of Conduct and Conflict of Interest Policy.

Meetings and Benefits

- **Attendance:** Expected presence at 2–4 ExCom meetings per year, as well as the Annual Meeting and General Assembly. Occasional additional virtual sessions may be required to address pressing matters.
- **Support:** Standard reimbursement for essential costs associated with the Annual Meeting (e.g. registration, up to four nights' accommodation, and reasonable travel expenses), subject to the Society's financial standing.
- **Recognition:** Invited to major leadership engagements (e.g. the Presidential Dinner) and regarded as a principal spokesperson for governance and administrative matters.

Collaboration and Continuity

- The Secretary cooperates closely with the entire Presidential Line, ensuring all key directives and motions flow to and from operational staff, Council Chairs, and committees.
- Maintains regular contact with the Delegate of the ExCom, supporting seamless execution of the Society's strategic agenda and ensuring ongoing alignment among the ExCom, staff, and membership.