

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	
- 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	- 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	
- 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	
Former member of the PreDay & Lunch Symposia Committee	- 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	
- 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	- 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

Set the example and ensure that timelines and deadlines are followed in order to get successful meeting	
- Answer e-mails within 48 hours - Advise EUROSPINE staff in case of vacation or absence and appoint a deputy accordingly	
Meetings	
- Chair to attend yearly ProgrCom Meeting (Sat full day, probably a WE in April) - Teleconferences for specific projects, as occasion demands	
Benefits	
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---	