



Role Profile Young ESPID Board Representative

To act as support to the Executive Board in pursuance of the objects of the Articles of Association and represent Young ESPID on matters which require attention from the Executive Board.

Eligibility & Election:

To proceed into the election for a position, nominees must receive at least two nominations from members and must be in [good standing](#). Nominees eligible to be put forward for election will first be asked if they are willing to stand for the position for which they have been nominated. If willing, nominees will then be put forward for election by electronic secret ballot and are elected by the members of the society. Executive Board Members can not immediately be re-elected after their single terms.

The election will be by single transferable vote. There will be no limit to the number of eligible, willing nominees that will be put forward for this position.

Term of office:

The term in office of a member of the Executive Board is three years. When a member of the Executive Board is elected before the Annual General Meeting, the term begins at the Annual General Meeting which follows the election. If a member of the Executive Board is elected at the Annual General Meeting, the term in office begins at that Annual General Meeting. In the first case, the retiring member(s) of the Executive Board will remain in office until the Annual General Meeting following the election. In the latter case, the replacement will occur at the time of the election.

If the President, resigns or otherwise ceases to perform his/her duties before the expiry of his/her term in office, the Executive Board shall entrust one of its other members with the execution of the duties of the resigned officer until a new election takes place. Then, this member is also a member of the Executive Board who is authorized to represent the Society in the sense of German Civil Code [BGB] section 26.

If meeting attendance falls below 50% or role objectives are not being met, the ability of the post holder to meet the requirements of the role will be reviewed by the ESPID Executive Board.

Objectives:

1. To support the President to ensure the affairs of the Society are managed in accordance within the requirements of the Articles of Association.
2. To be a member of the ESPID Executive Board, representing Young ESPID.

3. To represent Young ESPID and act as a voice on matters which requires the attention of the Executive Board.
4. To provide a voice and opinion on aspects of ESPID strategy and plans that impact on Young ESPID
5. To provide a clear communication channel to Young ESPID Committee members and Young ESPID Country Representatives on important board decisions, activities and feedback.
6. To further the aims and objectives of the Society by whatever means are appropriate.
7. To actively promote the professional standing of the Society and support the interests of Young ESPID members.
8. To represent the Society at external meetings, symposia and conferences when invited to do so.
9. To act in a mutually supportive role to the Executive Board and members
10. To offer an opinion on matters prior to any voting at Executive Board Meetings (Young ESPID Board Representatives are not permitted to vote on matters at Executive Board meetings).
11. To work in close partnership and co-operation with Young ESPID Committee members and Young ESPID Country Representatives.
12. To organise, attend and prepare the agenda for the Young ESPID Annual General Meeting, with support of the Board PA.
13. In addition to the above statutory duties, each Young ESPID Board Representative should use any specific skills, knowledge, or experience they have to help the Executive Board and Young ESPID reach sound decisions. These may involve:
 - Consider Board papers
 - Leading discussions
 - Focusing on key issues
 - Providing guidance on new initiatives
 - Other issues in which the representative has special expertise.

Role criteria:

The Young ESPID Board Representative must:

- be a member in [good standing](#) of the Society
- Be fully conversant with the workings of the Society
- Be familiar with the history, current philosophy and strategic direction of the Society
- Possess good co-ordination and leadership skills with the ability to inspire confidence
- Have project management skills
- Have sufficient written and oral skills in English
- Must comply with the Articles of Association
- Be motivated, committed and a team player
- Be able to commit enough time to fulfil the role effectively with the support of their employer

Meetings:

Ten Executive Board meetings per year (up to two will be face-to-face, up to nine will be virtual) and may be expected to participate in additional virtual meetings; ESPID AGM, Young ESPID AGM and any other face-to-face or video conferencing meetings as

requested. The Young ESPID Board representatives do not have voting rights for decisions at Board meetings but can contribute to discussions.

Conflict of Interest:

The officer is required to declare any conflicts of interest prior to each meeting. Where applicable the officer must not vote on a matter where a direct or indirect conflict of interest has been identified. Refer to Code of Practice for Declaration of Interest (OD-ESPID-08).

Reports to:

ESPID Executive Board

Accountable to:

ESPID Executive Board

Annual Meeting Reimbursement:

	Registration (with lunch)	Travel to Annual Meeting	Accommodation (mostly 5 nights)	Annual Meeting organised dinners
Board members (incl. members retiring/joining at meeting)	Yes	Yes	Up to 7 if required	2 nights