



## **Role Profile**

### **ESPID – Society Executive Board Member**

To act as support to the Executive Board in pursuance of the objects of the Articles of Association and represent their allocated Committee 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 cannot 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 and Board Representative to one of the ESPID Committees.
3. To represent their Committee 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 the committee they represent
5. To provide a clear communication channel to committee chairs 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 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 vote on matters during the Executive Board meetings when requested.
11. To work in close partnership and co-operation with the Chair of the Committee they represent in the Board
12. In addition to the above statutory duties, every Executive Board Member should use any specific skills, knowledge, or experience they have to help the Executive Board and its Committees 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 trustee has special expertise.

### **Role criteria:**

The Executive Board Member 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 high level written and oral skills in English
- Must comply with the Articles of Association
- Be motivated, committed and a team player
- To serve as required on their allocated Committee
- Be able to commit enough time to fulfil the role effectively with the support of their employer

### **Meetings:**

Ten Executive Board meetings per year (Two will be face-to-face, eight will be virtual) and may be expected to participate in additional virtual meetings; ESPID AGM. Attend a Foundation of Trustees meeting and any other face-to-face or video conferencing meetings as requested.

**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 and the President

**Accountable to:**

ESPID Executive Board

**Annual Meeting Reimbursement:**

	Registration (with lunch)	Travel to Annual Meeting	Accommodation (mostly 5 nights)	Annual Meeting organised dinners
Committee Members	Yes	yes	Up to 7 if required	2 nights