



## Role Profile ESPID - Society President-Elect

### **Aim:**

To act as support to the President and Executive Board in pursuance of the objects of the Articles of Association. To prepare to take on the role of President at the end of at the term of office as President-Elect.

### **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. The President-elect will sit for one year before taking up the position as President. The President 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 with an additional initial year as President-elect. 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-elect, 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 in meeting the objects of the Society
2. To deputise for the President if required to chair relevant meetings
3. To act as a spokesperson for the Society in lieu of the President
4. To further the aims and objectives of the Society by whatever means are appropriate

5. To actively promote the professional standing of the Society and support the interests of members
6. To represent the Society at external meetings, symposia and conferences when invited to do so or to nominate a representative.
7. To act in a mutually supportive role to other officers, executive board and members
8. To prepare for office and develop the skills required to be effective in the role of President
9. In addition to the above statutory duties, every officer should use any specific skills, knowledge, or experience they have to help the Executive Board reach sound decisions. These may involve:
  - Scrutinising board papers
  - Leading discussions
  - Focusing on key issues
  - Providing guidance on new initiatives
  - Other issues in which the Vice President has special expertise.

**Role criteria:**

The President-Elect 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
- have leadership skills
- have project management skills
- have sufficient written and oral skills in English
- have advanced knowledge of the principles and practice of paediatric infectious diseases
- have the ability to inspire confidence
- 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. 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

**Accountable to:**

ESPID Executive Board and President

**Annual Meeting Reimbursement:**

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

(incl. members retiring/joining at meeting)				
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