

ESPNIC SECTIONS

I. TERMS OF REFERENCE

Section Chair

- Member of Scientific Affairs Division
- Represent section at Scientific Affairs Division
- Facilitate task force (communication and work flow)
- Provide content for web page on ESPNIC society website
- Provide content for monthly newsletter
- Provide progress reports for each EC meetings
- Provide yearly plan, performance indicators and budget (if applicable) for revision to EC
 - Submit work plan and budget for following year to EC for approval prior to congress
 - Approval of the work plan performance indicators and budget (if applicable) during face to face meeting during congresses as per below timeline:
 - Submit proposals to ESPNIC Executive Committee in July for following year
 - Review by ESPNIC Executive Committee within 4 weeks
- Support ESPNIC office in organisation of face to face section meetings during congresses (provide agenda and required format of the meeting)

Term of office: 3 years, renewable once

Section Deputy Chair

- Member of Scientific Affairs Division
- Member of the Professional Development Affairs Division
- Support Chairman in all duties (as mentioned above):
 - Represent section Scientific Affairs Division
 - Facilitate task force (communication and work flow)
 - Provide content for web page on ESPNIC society website
 - Provide content for monthly newsletter
 - Provide progress reports for each EC meetings
 - Provide yearly plan-, performance indicators and budget (if applicable) for revision to EC
 - Support ESPNIC office in organisation of face to face section meetings during congresses (provide agenda and required format of the meeting)
- Represent Chairman when (s)he is unavailable

Term of office: 3 years, renewable once



II. MEETINGS

Meetings format

- 1 face to face meeting during congresses (scheduled in the general meetings schedule)
- Conference calls (can be organised with the ESPNIC Office support via Swisscom or Skype)

III. ELECTIONS

Elections process and criteria

- Only members in good standing the year of the elections may put their candidature forward
- The Chairs and Deputy Chairs shall remain members in good standing during the duration of their term
- Candidates shall send their applications (including CV, personal statement and picture) to the ESPNIC office by the deadline communicated by the ESPNIC Office
- All candidates will be reviewed by the EC in compliance with the criteria of the role and duties
- The candidates shall be elected by the section members
- Section members will be clearly communicated all information related to the elections by electronic mail sent by the ESPNIC Office
- The ESPNIC Office shall officially announce the results of the elections to the members via electronic mail
- Should an EC member apply for the Chair or Deputy Chair position, if elected he/she shall step down of their EC position
- Should a Chair or Deputy Chair apply for an EC position, if elected he/she shall step down of their section position

Elections timeline

- The ESPNIC office shall send out call for candidates 8 weeks before the start of the elections
- Members get 4 weeks to cast their vote upon the launch of the online elections
- The ESPNIC office shall communicate all deadlines to the members via email and on the website, as well as other communication collaterals of the Society (social media, newsletter)

