

JOB DESCRIPTIONS

EACTA DIRECTORY BOARD as per 15.09.2014

The Directory Board

The Directory Board is the highest executive level of the association. It shall create a vision for the future of the association and develop strategies to fulfil them, as well as develop strategies regarding the cooperation with partner societies for the future of the medical specialty and the benefit of its members.

It shall execute and supervise the execution of operational goals along the strategic lines as developed together with the different organs of the association. The Directory Board represents the EACTA legally and is responsible for its financial management according to the Bylaws and legal regulations.

It may create rules and procedures for various purposes, for example, "Committee Instructions", "Subspecialty Committee Instructions", "Guidelines for Annual Congress", "Guidelines for ECHO Course" or policy statements. The Directory Board will present these to the Representative Council and the Members' Assembly.

The Directory Board shall be composed of the following Members:

1. The President
2. The President Elect
3. The Secretary General
4. The Subspecialty Committee Coordinator
5. The Chair of the Annual Congress
6. The Education Chair

The Directory Board should meet at least three times per year. The EACTA President is responsible for scheduling meetings of the Directory Board one year in advance. The agenda for each meeting should be presented by the President one week in advance of the respective meeting, so that the other Directory Board members can announce amendments.

Observers can be appointed by the Directory Board to participate in individual Directory Board meetings. Observers have no voting rights. The Directory Board will appoint a member of the Directory Board to be the liaison to the ECHO Subspecialty Committee to ensure the well-functioning of the ECHO Course.

The Board may hire external professionals for support, such as Association Management Company, Accounting and Auditing Company, EDP-Company, Tax Advisor, Legal Advisory or others.

For any kind of meetings the Directory Board may take advantage of alternative meeting technologies and techniques such as tele/video-conferences. The quorum for these meetings is stated in § 7.4 of EACTA bylaws.

1. The **President**: Following a two-year term as President Elect he/she automatically becomes President for a two-year non-renewable term. The President has the following functions and responsibilities:
 - To be responsible for the future strategy as well as the short- and long-term planning of EACTA.
 - To monitor and supervise the overall management of the association and to be the official point of contact for the Association Management Company (AMC).
 - To sign with the Secretary General appropriate documents/contracts for EACTA.
 - To act and negotiate as the official representative of EACTA.
 - To chair, lead and coordinate the Directory Board and set the agendas for the Directory Board meetings.
 - To ensure that the agenda and minutes of all “business meetings” as stated above are sent out in good time.
 - To ensure that all resolutions passed by the Directory Board, Representative Council, Subspecialty Committee meetings and Members' Assembly are recorded and to document the short- and long-term plans of the EACTA in the minutes of those meetings.
 - To chair and set the agenda for the meeting with the Subspecialty Committees, the meeting with the Representative Council and the Members’ Assembly.
 - In case of early retirement or physical incapacity of the President, the President Elect takes office as President immediately until the end of his/her own mandate.

2. The **President Elect** is elected by the Representative Council for a two-year non-renewable term; this election automatically includes a two-year non-renewable term as President for the subsequent two years. The President Elect has the following functions and responsibilities:
 - To become familiar with all the policies and directions of EACTA.
 - To be the liaison to the Representative Council members, fostering a two-way relationship and explaining to them the strategy of EACTA.
 - To assume the duties of the President, if the President is unable to serve.
 - To help in periods of transition between officers of the Directory Board and to assist the President in officially representing EACTA.
 - Upon request from the Directory Board, the President Elect can take on special tasks (including but not limited to the tasks in connection with the functions of the Directory Board as described in this document).

Shared responsibilities of the President and President Elect:

- Interaction with the EACTA Representative Council.
- Political relations with other associations.
- Any other responsibilities that may arise in relation to the implementation of strategies.

3. The **Secretary General** of EACTA is elected by the Representative Council for a two-year term, renewable twice. The Secretary General will combine the functions of treasurer and secretary.
 - a. In his/her function as **Treasurer** his/her main functions is to supervise the Executive Office concerning finances, in particular:
 - To strategically monitor EACTA’s finances
 - To make proposals to the DB to keep EACTA finances healthy

- In collaboration with the Executive Office:
 - To present 3 times a year a budget update to the Directory Board
 - To make an annual financial report per 31.12. of each year in collaboration with an external tax advisor
 - To monitor congress and meeting budgets
 - To advise the DB with respect to financial impact and feasibility of EACTA activities/projects
 - To annually propose a budget for the forthcoming year to the Directory Board
 - To carry out the financial dispositions as decided by the Directory Board
 - To assure that accurate records are kept as stipulated in § 34 Federal Fiscal Code of Austria (= seat of management of EACTA).
 - To sign invoices and payments and to approve balances as set up by an external tax advisor.
 - To sign with the President relevant documents/contracts for EACTA.
 - To report to the Directory Board, the Representative Council and Members' Assembly on the financial state of EACTA, through a written account of income and expenditure for the preceding fiscal year (the fiscal year being 1.1 – 31.12.).
 - To submit these accounts and to discuss the general financial status with an external tax advisor.
- b. In his/her function as **Secretary** his/her main function is to supervise the Executive Office, in particular:
- To ensure that the correspondence of EACTA is appropriately dealt with and filed.
 - To ensure that proper invitations to meetings are sent to the Directory Board, Representative Council, the Subspecialty Committees and Members' Assembly.
 - To ensure the storage of an appropriate membership list.
 - To ensure that the national representatives are notified when an election of a national representative is due and provide support for that election, if needed.
 - To ensure the circulation of the candidacy papers in good time.
 - To ensure that the EACTA website and social media channels (LinkedIn, Twitter, Facebook, CTS-Net etc.) are updated
 - To ensure that regular (minimum bi-monthly) newsletters are sent to EACTA members and stakeholders

4. The **Subspecialty Committee Coordinator** is elected by the Representative Council for a two-year term, renewable twice. She/he has the following functions and responsibilities:

- Chairs the Scientific Committee.
- Chairs the meeting of the Subspecialty Committees with the Directory Board.
- To collaborate with Subspecialty Committee Chairs on a regular basis.

- To collect from the respective Chairmen, the Subspecialty Committee Matrix annually at the end of the current year for the next calendar year. These matrixes are structured activity reports indicating to what extent present goals have been reached and what goals are envisaged for the upcoming year.
 - To coordinate the scientific activities developed by the Subspecialty Committees and actively make recommendations to the Directory Board.
 - To receive proposals for new Subspecialty Committees and advise the Directory Board on the completion or termination of activity of Subspecialty Committees.
 - To cooperate for those activities closely with the key account manager from the EACTA executive office.
 - To coordinate and assigns tasks to Subcommittees, such as:
 - Grant Evaluation
 - Endorsements/Auspices
 - Guidelines
 - Other tasks that need the input of the Subspecialty Committees, as decided by the Directory Board
 - To report its activities to the Representative Council
5. The **Chair of the Annual Congress** is elected by the Representative Council for a two-year term, renewable twice. He/she has the following functions and responsibilities:
- Chairs the Programme Committee, ensuring the input from the Subspecialty Committees to the Annual Congress and is responsible for timely composition of the programme and assigning the lecturers and chairs
 - Chairs the Abstract Reviewing Committee, ensuring the input from the Subspecialty Committees to the Annual Congress
 - To safeguard the scientific and educational standard of the Annual Congress on behalf of Directory Board and make proposals to the Directory Board for further improvement of the quality of the Annual Congress.
 - In cooperation with the EACTA Executive Office:
 - To ensure that each EACTA Annual Congress gets EACCME accredited.
 - To ensure that the transparency/conflict of interest policy by the Directory Board is complied with.
 - To evaluate the quality of chairs and speakers of the Annual Congress.
 - To ensure that the programme and congress organisation is compatible with the approved budget.
 - To ensure that the EACTA Annual Congress organisation is in line with EACTA congress guidelines.
 - To cooperate closely with the Local Organising Committee (LOC) Chair of the respective Annual Congress.
 - To report its activities to the Representative Council
6. **The Education Chair** is elected by the Representative Council for a two-year term, renewable twice and has the following functions and responsibilities:

- To chair the Educational Committee and coordinate the educational activities developed or designed by the Subspecialty Committees.
- To assign educational tasks to the Subspecialty Committees.
- To propose to the Directory Board a strategy for all educational activities.
- To maintain a comprehensive e-learning programme including devising new forms of e-learning for the EACTA e-Academy within the pre-defined budgetary limitations.
- To evaluate and endorse applications for fellowship programmes
- To evaluate clinical fellowship grant applications
- To maintain the curriculum for cardiothoracic and vascular anaesthesia and critical care.
- To develop a programme for the Trainee Course.
- To report its activities to the Representative Council

Past President -will be recruited in case of longer term incapacity of any above mentioned Directory Board member.