



## JOB DESCRIPTIONS

### EACTAIC DIRECTORY BOARD as per the updated bylaws approved on 25.06.2021

#### 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 Board of Directors represents the EACTAIC legally and is responsible for its financial management according to Irish Company law

The Board of Directors has the authority to decide an Annual Congress should not be held if it is determined not to be in the best interest of EACTAIC.

It may create rules and procedures for various purposes, for example, "Committee Instructions", "Subspecialty Committee Instructions", "Instructions for Annual Congress", "Instructions for ECHO Course" or policy statements.

The Board of Directors may erect Task Forces with specific tasks and appoint members in this Task Forces. The Board of Directors will report to the Representative Council about its activities, results and perspectives.

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
7. The Past president

The Board of Directors should meet at least twice a year. The EACTAIC President is responsible for scheduling meetings of the Board of Directors 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 Board of Directors members can announce amendments.

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

The Board of Directors may hire external professionals for support, such as association management company, accounting and auditing company, IT-Company, tax advisor, legal advisory or others.

For any kind of meeting the Board of Directors may take advantage of alternative meeting technologies and techniques such as tele/video-conferences. Decision can be made via electronic media, if this procedure is accepted unanimously by the Board of Directors members.

#### **1. The President**

Following a two-year term as President-elect s/he automatically becomes President for a two-year nonrenewable 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 EACTAIC.
- 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 EACTAIC.



- To act and negotiate as the official representative of EACTAIC.
- To chair, lead and coordinate the Board of Directors and set the agendas for the Board of Directors 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 Board of Directors, Representative Council, Subspecialty Committee meetings and Members' Assembly are recorded and to document the short- and long term plans of the EACTAIC 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

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 EACTAIC.
- To assume the duties of the President, if the President is unable to serve.
- To help in periods of transition between officers of the Board of Directors and to assist the President in officially representing EACTAIC.
- Upon request from the Board of Directors, the President Elect can take on special tasks (including but not limited to the tasks in connection with the functions of the Board of Directors as described in this document).
- To interact with the Representative Council members.
- To supervise the Task Forces

Shared responsibilities of the President and President Elect:

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

## 3. The Secretary General

The Secretary General of EACTAIC is elected by the Representative Council for a two-year term that is 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 EACTAIC's finances
- To make proposals to the BoD to keep EACTAIC finances in good order
- In collaboration with the Executive Office:
  - To present a budget update 3 times a year to the Board of Directors
  - To make an annual financial report per 31.12. of each year in collaboration with an external tax advisor
  - To monitor and approve the budgets of the Annual Congress and the ECHO Course
  - To advise the BoD with respect to financial impact and feasibility of EACTAIC activities/projects
  - To annually propose a budget for the forthcoming year to the Board of Directors
  - To carry out the financial dispositions as decided by the Board of Directors
  - To assure that accurate records are kept as stipulated in § 34 Federal Fiscal Code of Austria (=seat of management of EACTAIC).
- 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 EACTAIC.
- To report to the Board of Directors, the Representative Council and Members' Assembly on the financial state of EACTAIC, 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 correct filing of the members of the Board of Directors (nominations, resignation, etc.) with the CRO in Dublin
- To be the liaison to the Representative Council members, fostering a two-way relationship and explaining to them the strategy of EACTAIC.
- To ensure that the correspondence of EACTAIC is appropriately dealt with and filed.
- To ensure that proper invitations to meetings are sent to the Board of Directors, 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 EACTAIC website and social media channels are regularly updated
- To ensure that regular newsletters are sent to EACTAIC members and stakeholders

#### **4. The Subspecialty Committee Coordinator**

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

- Chairs the Scientific Committee
- Chairs the Clinical Trials Task Force.
- Chairs the Guidelines, Recommendations, and Standards of Care Committee.
- Chairs the meeting of the Subspecialty Committees with the Board of Directors.
- 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 Board of Directors.
- To receive proposals for new Subspecialty Committees and advise the Board of Directors on the completion or termination of activity of Subspecialty Committees.
- To cooperate for those activities closely with the key account manager from the EACTAIC executive office.
- To coordinate and assign tasks to Subcommittees, such as:
  - Grant Evaluation
  - Endorsements/Auspices
  - Guidelines
  - Other tasks that need the input of the Subspecialty Committees, as decided by the BoD
- To report her/his activities to the Representative Council

#### **5. The Chair of the Annual Events**

The Representative Council elects the Chair of the Annual Events for a two-year renewable term twice. S/he has the following functions and responsibilities:

- To chair the Program Committee, ensuring the input from the Subspecialty Committees to the Annual Congress and being responsible for the timely composition of the program and assigning the lecturers and chairs



- To chair the Abstract Reviewing Committee, ensuring the input from the Subspecialty Committees to the Annual Congress
- To chair the Scientific and Local Organizing Committees of the EACTAIC ECHO Course, ensuring the inputs from the Echo Subspecialty and Local Organizing Committees to the Annual Congress and being responsible for the timely composition of the program and assigning the lecturers and chairs
- To safeguard the scientific and educational standard of the Annual Congress and the ECHO Course on behalf of the Board of Directors and make proposals to the Board of Directors to further improve of the quality of the Annual Congress and the ECHO Course
- In cooperation with the EACTAIC Executive Office:
  - To ensure that both EACTAIC Annual Congress and ECHO Course gets EACCME accredited.
  - To ensure that the board of directors' the transparency/conflict of interest is complied with for both of the Annual Congress and Echo Course.
  - To evaluate the quality of chairs and speakers of the Annual Congress and ECHO Course.
  - To ensure that programme and organization of the Annual Congress and Echo Course are compatible with the approved budget.
  - To ensure that the EACTAIC Annual Congress and Echo Course organization is in line with EACTAIC guidelines for the Annual Congress and Echo Course
- To cooperate closely with the Local Organizing Committee (LOC) Chair of the respective Annual Congress and ECHO course.
- To report his/her activities to the Representative Council

## 6. The Education Chair

The Representative Council elects the Education Chair 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 including but not limited to eLearning, educational webinars, seminars, masterclasses, and platforms.
- To assign educational tasks to the Subspecialty Committees.
- To delegate educational tasks to the task forces from the members of the Education Committee
- To propose to the Board of Directors a short-term (2 years) and long-term (4-years) strategy for all educational activities.
- To maintain a comprehensive e-learning programme including devising new forms of e-learning for the EACTAIC e-Academy within the pre-defined budgetary limitations (e.g., educational webcasts, quizzes, interactive discussions, problem-based learning, videos, animations, presentations).
- To evaluate and endorse applications for fellowship and exchange training programmes
- To evaluate clinical fellowship and exchange training grant applications and solicit potential sponsors for the educational grants
- To maintain the curriculum for adult and paediatric cardiothoracic and vascular anaesthesia and critical care.
- To develop a programme for the Trainee and Train-the-Trainer Courses.
- To continually screen the opportunity to develop new fellowship and exchange training programmes
- To monitor the quality of fellowship and exchange training programmes
- To chair the Scientific and Local Organizing Committees of the EACTAIC masterclasses, webinars, and seminars, ensuring the inputs from the Subspecialty and Local Organizing Committees and being responsible for the timely composition of the program and assigning the lecturers and chairs on behalf of the Board of Directors.

In cooperation with the EACTAIC Executive Office:

- To ensure that the EACTAIC masterclasses, webinars and seminars get EACCME accredited within the pre-defined budgetary limitations.



- To ensure that the board of directors' transparency/conflict of interest policy by the Board of Directors is complied with for masterclasses, webinars, and seminars.
- To evaluate the quality of chairs and speakers of the EACTAIC masterclasses, webinars and seminars.
- To cooperate closely with the Subspecialty Subspeciality Committee Chair of the respective masterclasses, webinars, and seminars.
- To report its activities to the Representative Council

## **7. The Past President**

### Basic Function

- Provides advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association
- Supports the President and the President-Elect on an as-needed basis
- Performs duties as assigned by EACTAIC Bylaws and the Board of Directors

### Term

- The Past President office is for a term of two years, beginning on the first day of the calendar year immediately following his/her term as President.

### Duties and Responsibilities

- The Past President serves as an advisor and consultant to the President and the Board of Directors
- The Past President is invited to attend meetings of the Board of Directors
- The Past President chairs the Nomination Committee.
- The Past President may be requested by the Congress Chair to assist in abstract reviewing process for the annual meeting
- The Past President keeps informed about the Association's mission, policies, and programs
- The Past President assists the Board of Directors in carrying out its fiduciary responsibilities

The Past President has no voting right within the Board of Directors.