

CHAIR PROGRAMME COMMITTEE

1) Additional criteria:

- Experience in the EAN Programme Committee is desired
- Previous leadership experience in committee or team management
- Strong communication, organisational, and interpersonal skills

2) Tasks of the Chair Programme Committee:

- Be available for EAN Board Meetings (approx. 10 board meetings per year. In-person meetings: 2x two-day meetings per year; virtual: 6x per year – normally of one hour duration)
- Be available during the EAN Congress for in-person and online meetings
- Allow approximately 1h per day for EAN related mails and projects (regular email contact is expected with the Board and the EAN Head Office)
- Report to the EAN Board on committee matters
- Oversee the Programme Committee
- Attend the additional Programme Committee meetings (virtual: 9-10/year; in-person: 1-2/year - Topic Selection and Abstract Selection)