



*The Intensive Connection*

# European Society of Intensive Care Medicine

## ESICM Operating Instructions

Title	Version	
Job Descriptions for ESICM Officers	1.3	ESICM-OI-JDO

	<i>Function</i>	<i>Name</i>	<i>Date</i>	<i>Signature</i>
Author	Secretary	Armand Girbes		
Reviewed	EC Member	Daniel De Backer		

## **Description**

This document contains the job descriptions for ESICM officers to be elected.

## **Used Abbreviations**

CoBaTrICE	Competency-based training in Intensive Care in Europe
CPD	Continuous professional development
CTC	Clinical Training Committee
DAA	Division of Administrative Affairs
DPD	Division of Professional Development
DSA	Division of Scientific Affairs
EBICM	European Board of Intensive Care Medicine
EC	Executive Committee
EDIC	European Diploma in Intensive Care
ESICM	European Society of Intensive Care Medicine
ESPNIC	European Society for Paediatric and Neonatal Intensive Care
ETC	Education and Training Committee
FCCS	Fundamentals of Critical Care Support
GA	General Assembly
ICCC	International Consensus Conference Committee
IOI	Internal Operating Instructions
ME	Mandatory Elect
MJCICM	Multidisciplinary Joint Committee for Intensive Care Medicine
N&AHP	Nurses and Allied Healthcare Professionals
PACT	Patient-centred Acute Care Training
SCCM	Society of Critical Care Medicine
SOP	Standard Operating Procedure
UEMS	European Union of Medical Specialists
WG	Working Groups

## **Further applicable Documents**

- Statutes of the ESICM
- General SOPs of the ESICM

## **Responsibility**

*For the content:* The Secretary of the ESICM.

*For the implementation:* The President of the ESICM on behalf of the Executive Committee

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# 1. Prerequisites for candidates for official ESICM positions

To apply for a new position within the Society, any elected candidate must have fulfilled two thirds of his/her current mandate before the start of the new mandate. It is not possible to hold two simultaneous positions within the Society.

## 1.1. President Elect

### *Profile*

Candidates must be present or past members of the ESICM Council.

(S)he is expected to

- Be an experienced, accredited senior intensivist
- Hold a University or University affiliated teaching position
- Have an established track record in education, teaching, research and publication
- Be experienced and competent in medical, administrative and political areas
- Have acquired such experience at senior National Intensive Care Society level for example or at European / international level
- Be in a position to sustain reliable, especially email, communication with the Brussels Office.
- Have the attitudes and behaviours appropriate to a leadership position, including and specifically the capacity for conflict resolution and the ability to arbitrate on difficult decisions in the best interests of the Society and our members.
- This position is high-profile, ambitious and requires substantial commitment of time and energy. Consequently, the candidate should be willing to commit him(her)self to the task.

### *Conditions of candidature*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the membership (Ordinary, Honorary, and International members) for election by postal ballot that can be replaced by ESICM secured electronic voting system.

### *Election and term of office*

- The membership (Ordinary, Honorary, and International members) shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The President will serve a two-year term as President-elect, two years as President, and two years as Past-President, six years in all. The main role of the President-elect is to help and support the President in running the Society. (S)he is a voting member of the Executive Committee. The President-elect will be the next President. (S)he should therefore be involved with all the workings of the Society. (S)he is therefore an ex-officio member of every committee of the Society.
- Election details and term of office are explained in the General SOPS,

## 1.2. Chairperson of the Division of Administrative Affairs (Secretary)

### *Profile*

Candidates must be present or past members of the ESICM Council.

(S)he is expected to

- Be an experienced, accredited senior intensivist
- Hold a University or University affiliated teaching position
- Have an established track record in education, teaching, research and publication
- Be experienced and competent in medical, administrative and political areas
- Have acquired such experience at senior National Intensive Care Society level for example or at European / international level
- Be in a position to sustain reliable, especially email, communication with the Brussels Office.
- This position is high-profile, ambitious and requires substantial commitment of time and energy. Consequently, the candidate should be willing to commit him(her)self to the task.

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the Council for election.

### *Election and term of office*

- The Council shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Secretary will serve for a single three-year term of office.
- Election details and term of office are explained in the General SOPS

### 1.3. Treasurer

#### *Profile*

Candidates must be present or past members of the ESICM Council.

(S)he is expected to

- Be an experienced, accredited senior intensivist
- Hold a University or University affiliated teaching position
- Have an established track record in education, teaching, research and publication
- Be experienced and competent in medical, administrative and political areas
- Have acquired such experience at senior National Intensive Care Society level for example or at European / international level
- Be in a position to sustain reliable, especially email, communication with the Brussels office.
- This position is high-profile, ambitious and requires substantial commitment of time and energy. Consequently, the candidate should be willing to commit him(her)self to the task.

#### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the Council for election.

#### *Election and term of office*

- The Council shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Treasurer will serve for a single three-year term of office.
- Election details and term of office are explained in the General SOPS

## 1.4. Chairperson of the Division of Scientific Affairs (DSA)

### *Profile*

Candidates must be

- either a present or past member of the ESICM Council or
- have or have had an elected position within this division.

(S)he is expected to

- Be an experienced, accredited senior intensivist
- Hold a University or University affiliated teaching position
- Have an established track record in education, teaching, research and publication
- Be experienced and competent in the organization of scientific meetings, at least at National level and preferably at international level.
- Be in a position to sustain reliable, especially e-mail, communication with the Brussels Office.
- Able to represent fairly all views about intensive care medicine regardless of base speciality and personal scientific interests.
- This position is high-profile, ambitious and requires substantial commitment of time and energy. Consequently, the candidate should be willing to commit him(her)self to the task.

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the Council for election.

### *Election and term of office*

- The Council shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Chairperson will serve for a single three-year term of office.
- Election details and term of office are explained in the General SOPS

## 1.5. Chairperson of the Division of Professional Development

### *Profile*

Candidates must be

- either a present or past member of the ESICM Council or
- have or have had an elected position within the Division of Professional Development.

(S)he is expected to

- Be an experienced, accredited senior intensivist
- Hold a University or University affiliated teaching position
- Have an established track record in education, teaching, research and publication
- Be experienced and competent in medical, administrative and political areas
- Have acquired such experience at senior National Intensive Care Society level for example or at European / international level
- Be in a position to sustain reliable, especially email, communication with the Brussels office.

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the Council for election.

### *Election and term of office*

- The Council shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Chairperson will serve for a single three-year term of office.
- Election details and term of office are explained in the General SOPS



## 1.6. Chairperson of the Research Committee

### *Profile*

Candidates must be an ESICM Ordinary member and have or have had an elected position within the Division of Scientific Affairs.

(S)he is expected to

- Be an individual with a proven track record in multidisciplinary research, with the attitudinal skills required to foster collaboration, project development, and integration with the mission statement of the ESICM.
- Be a respected and senior clinical researcher in the field of intensive care medicine in Europe, with experience in the planning and implementation of research projects, including obtaining and managing research grants. Prior experience (at least as a contractor or as a sub-contractor) of European Community grants is desirable
- Supported by the ESICM sections and other structures responsible for the scientific activities of the ESICM. Preferentially, should have held a post of Chairperson or deputy-Chairperson of one of the ESICM sections
- Able to represent fairly all views about intensive care medicine regardless of base speciality and personal scientific interests
- Able to work in collaboration with other structures of the Society, specially the Congress Committee and other Divisions of the Society, such as the Education and Training Committee.
- Hold a University or University affiliated position
- Be experienced and competent with medical administrative and political responsibilities
- Have acquired such experience at senior National or at European / international level.
- Be in a position to sustain reliable, especially email, communication with the Brussels office.

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the Council for election.

### *Election and term of office*

- The Council shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Chairperson will serve for a single three-year term of office.
- Election details and term of office are explained in the General SOPS

## 1.7. Chairperson of the Communication Committee

### *Profile*

Candidates must be an ESICM Ordinary member and have or have had an elected position within the Division of Professional Development, or Division of Scientific Affairs, or a role within the ESICM Journal.

(S)he is expected to

- Be an experienced, senior intensive care clinician
- Hold a University or University affiliated position
- Have an established senior track record in research, presentation, editing and publication
- Be experienced and competent with medical administrative and political responsibilities
- Have acquired such experience at senior National or at European / international level.
- Be in a position to sustain reliable, especially email, communication with the Brussels Office.

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the Council for election.

### *Election and term of office*

- The Council shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the vote of the President shall prevail.
- The elected Chairperson will serve for a single three-year term of office.
- Election details and term of office are explained in the General SOPS

## 1.8. Editor-in-Chief of ESICM Journals

Candidates must be an ESICM Ordinary member.

(S)he is expected to have

- An international reputation in scientific research
- A national or international reputation as an experienced, accredited senior intensivist with an established track record in clinical practice, education, teaching and research
- Prior editorial experience
- Competence in administrative and political matters
- The attitudes and behaviours appropriate to a leadership position, including and specifically the capacity for communication, conflict resolution and the ability to arbitrate on difficult decisions.
- The capacity to maintain reliable communication with the Publisher, the review process, the Editorial Board, and the ESICM Office, particularly using electronic means of communication
- Holding a University or University affiliated teaching position
- Institutional support to permit sufficient time for the post
- ESICM Ordinary membership
- Expected longevity for the post

### *Conditions of participation*

Candidates complying with the profile may apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by a Search Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Candidates may be called for interview.

### *Election and term of office*

Election details and term of office are explained in the General SOPS, Part I: Addendum to the ESICM Statutes, Article 9.

## 1.9. Chairperson of the Nurses and Allied Healthcare Professionals Committee

### *Profile*

Candidates must be an ESICM Ordinary member.

(S)he is expected to

- Be a nurse or an allied healthcare professional
- Be working in or interested in intensive care
- Be in a position to sustain reliable, especially email, communication with the Brussels Office.

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the members of the N&AHP Committee for election.

### *Election and term of office*

- The members of the N&AHP shall decide by election, the winner being the candidate with the majority of votes. In case of equal vote, seniority (in terms of duration of ESICM membership) will decide the outcome; in the case of equal seniority, the Executive Committee will take the final decision.
- The elected Chairperson will serve for a single three-year term of office.
- Election details and term of office are explained in the General SOPS

## 1.10. Chairperson of the NEXT Committee

### *Profile*

Eligible candidates must be:

- Trainees attending an intensive care training programme (dual/joint or stand-alone)

OR

- Intensivists within 5 years of specialisation or board certification as intensive care specialists

AND

- Present or past ESICM NEXT Committee members (for at least one year)

### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the members of the NEXT Committee

and to the Council for election.

#### *Election and term of office*

- Term of office: Single 3-year mandate, non-renewable for both Chairman and Deputy.
- The Chairperson is elected by the Council
- Election details and term of office are explained in the General SOPS

### **1.11. (Inter)National Representatives**

Candidates must be an ESICM Ordinary member, working in the country region) which (s)he wants to represent.

They are expected to be:

- Willing to represent the respective countries during the term.
- This includes regular presence in the two Council meetings which are regularly scheduled each year and communication with the Brussels office as appropriate.

#### *Conditions of participation*

Candidates complying with the profile for the job should apply to the ESICM Secretary, using the appropriate application form. Selection of candidates will be made by the Executive Committee based on the pre-established profile according to the information enclosed in the application form and compliance with the person specification. Attendance for interview may be deemed necessary by the Executive Committee. Candidate(s) deemed by the Executive Committee to meet the required profile are presented to the respective country members for election.

#### *Election and term of office*

See Part I, Addendum to Article 5 of the ESICM statutes: Council

### **1.12. Section Chairs and Deputies**

Candidates must be an ESICM Ordinary member.

(S)he is expected to be:

- Well recognised in the field of interest of the section.
- Have already published in this area.
- Willing to lead the section for the term.

#### *Election and term of office*

- Voting members: The voting members of each Section elect the Chairman and the Deputy among the voting Section members.
- Term of office: Single 3-year mandate, non-renewable for both Chairman and Deputy.
- Election details and term of office are explained in the General SOPS.

### 1.13. Chairperson of the Examinations Committee

Candidates must be ESICM Ordinary members.

(S)he is expected to

- Be an EDIC diploma holder or possess an equivalent national exam.
- To be an established specialist in current practice Intensive Care Medicine with broad acceptability among national peers and practicing in Europe.
- To have an established track record in post-graduate training in Intensive Care Medicine in Europe.
- To be an examiner for EDIC exams.
- Be able to allocate at least 20 to 25 working days during a year to prepare and attend meetings for the preparation, the key validation and the execution of EDIC I and II.

Election and term of office

- The Chairperson elected by the Council.
- Term of office: Single 3-year mandate, non-renewable.
- Election details and term of office are explained in the General SOPS

### 1.14. Chairperson of e-Learning Committee

Candidates must be ESICM Ordinary members.

(S)he is expected to

- Have or have had a senior position in a European ICU
- Have experience with editing of medical content at national or international level

The Chairperson is nominated by a Search Committee comprising the President, President Elect, Chair DPD, Chair DSA, Chair Communication and Chair CohaFaculty.

Selection of the Chairperson of the e-Learning Committee should be based on:

- A national or international reputation as an experienced, accredited senior intensivist with an established track record in clinical practice, education and training
- Prior editorial experience.
- To maintain and move PACT to the new platform
- The attitude and behaviour appropriate for a leadership position
- To supervise the new e-learning platform and coordinate the maintenance and updating of the remaining e-learning modules as required
- The capacity to maintain reliable communication with the ESICM Office and the Editorial Board,
- Institutional support to permit sufficient time for the post
- Remain in this position for the entire duration of the mandate
- Have good communication skills

- Liaise with the Examinations, Clinical Training, and CoBaTrICE committees, in order to harmonise education and training goals.
- Election details and term of office are explained in the General SOPS

At the end of the process of candidate selection, the Search Committee will present its conclusion to the Executive Committee for final approval.

Term of office: Single 3-year mandate, renewable once only.

### **1.15. Chairperson of the Clinical Training Committee**

Candidates must be ESICM Ordinary members.

(S)he is expected to

- Have or have had a senior position in a European ICU
- Have experiences with the organisation of training activities on a national and international level.
- Have served in an elected position of one of the Divisional Committees

#### *Election and term of office*

- Voting members: Council
- Term of office: single, three-year mandate, non-renewable.
- Election details and term of office are explained in the General SOPS,

### **1.16. Chairperson of the CoBaFaculty**

Candidates must be ESICM Ordinary members.

(S)he is expected to

- A national or international reputation as an experienced, accredited senior intensivist with an established track record in clinical practice, education and training
- Maintain and develop the CoBaTrICE programme on behalf of the Society
- Assure coordination and further development of the CoBaTrICE programme
- Facilitate networking with national training organisations
- Be able to allocate enough time to this position

#### *Election and term of office*

- Election details and term of office are explained in the General SOPS

### **1.17. Chairperson of the Systematic Review Group**

Candidates must be ESICM Ordinary members.

(S)he is expected to

- Have a good understanding of meta-analytical techniques and scientific credibility
- Be someone with an international reputation in order for the project to succeed
- Be able to allocate enough time to this position

- Remain in this position for the entire duration of the mandate
- Have good communication skills

#### *Election and term of office*

- At the end of the process of candidate selection, the Search Committee will present its conclusion to the Executive Committee for final approval.
- Term of office: single three-year mandate, renewable once only.
- Election details and term of office are explained in the General SOPS

### **1.17. ESICM members to the EBICM**

Candidates must be ESICM Ordinary members.

The ESICM representatives in the Board must be members of the ESICM in good standing, and must hold an official position in the society at the time of their appointment to the Board, either as Council members or through formal appointment to one of the committees. They will be expected to represent the spectrum of intensive care training and education, including continuing professional development, in the member countries of the EU. They must represent the broad spectrum of intensive care practice, including major sub-speciality intensive care (medical, surgical, paediatric etc).

Mandatory ESICM members of the Board include the Presidential posts (President, President-elect, Past-president), a representative of the Division of Professional Development, a representative of the Division of Scientific Affairs, and the honorary Secretary.

The other three ESICM members of the Board will be identified by nomination (including self-nomination). Nominations for membership will be received by the Division of Professional Development which will make recommendations to the Executive Committee for formal approval. In the unlikely event of dissent, the appointment process will be managed by a formal vote by Council.

#### *Election and term of office*

The three ESICM presidential posts currently permit membership of the MJCICM (and hence the Board) for the full term of their tenure, a total of six years (each step in the progression is two years). The chair of the Division of Professional Development, the Secretary, and the other four ESICM representatives will be appointed for three years; they may be re-appointed to the Board for a second three-year term (thus, a maximum term of six years), but not in the capacity of chair of the Division or Secretary, as these posts are limited to a three year tenure.



## 2. Job descriptions

### 2.1. ESICM President

#### *Background information*

The ESICM President is responsible for the strategic direction of the Society, coordinating its activities, and acting as the final authority in the event of disputes. The President will take a leadership role in policy formulation, and is responsible for contacts with external organisations.

#### *Responsibilities*

The President is

- The Chairperson of the Executive Committee
- The Chairperson of the Council meetings
- The Chairperson of the General Assembly
- A non-voting member of divisional committees and sub committees
- A representative of the ESICM in the Multidisciplinary Joint Committee for Intensive Care Medicine of the UEMS and in EBICM, together with the other presidential posts.
- A representative of the ESICM in the Executive Committee of ESPNIC.
- A representative of the ESICM in formal and informal links with external organisations, including the SCCM.

Specific responsibilities include (non-exhaustive):

- In general, the President will be informed of, and may participate in, all activities of the Society. This will involve a substantial time and travel commitment.
- The President shall chair, at least twice a year, the meetings of the Executive Committee and the Council, and once a year the General Assembly.
- Links with external organisations will require the direct involvement of the President, or nominated deputy.
- The President will support the Secretary in the task of annual staff appraisals.
- The President will support all official post-holders in the Society in their various tasks.
- The President shall act in accordance with the current Society Statutes and the laws of the country where the ESICM office is based.

#### *Reporting relationships*

The President reports to the

- Executive Committee,
- Council and
- General Assembly.

## 2.2. ESICM Secretary

(Chairperson of the Division of Administrative Affairs)

### *Background information*

The ESICM Secretary is responsible for all secretarial activities on behalf of the Society. (S)he is responsible for the Brussels office secretarial operations, which are under the leadership of the Executive Committee. (S)he will be in close contact with the Brussels Office as often as needed, so as to ensure the management of the Society's secretarial activities.

The Secretary is also the Chairperson of the Division of Administrative Affairs, which is responsible for coordinating the general administrative and financial activities of the ESICM.

### *Responsibilities*

The Secretary is also:

- Chairperson of the Division of Administrative Affairs
- Member of the Executive Committee and of the Council
- Member of the EBICM (ex officio)

Specific responsibilities include (non-exhaustive):

As Chairperson of the Division of Administrative Affairs:

- In general, the ESICM Secretary will stay informed of all activities of the Society and in particular of the Brussels office with regard to secretarial activities. The ESICM Secretary should be prepared to travel regularly to Brussels to facilitate the meetings with the staff based in Brussels.
- The ESICM Secretary supervises the work of the Chief Executive Officer.
- The ESICM Secretary is - in close conjunction with the Chief Executive Officer – responsible for the coordination of the ESICM office.
- The ESICM Secretary is responsible for the internal and external communication of the Society.
- The ESICM Secretary supervises the management of the membership handling, including correspondence, statistics, applications, etc. related to the members.
- The ESICM Secretary will supervise the organisation of the business meetings of the Society, in particular those of the Executive and the Council, and the General Assembly. (S)he will coordinate and help with the agendas of these meetings and ensure that the minutes are prepared and disseminated appropriately. (S)he will work in close collaboration with the Brussels Office in general.
- The ESICM Secretary is in charge of supervising the implementation and potential amendments to the ESICM Statutes, in conjunction with the Brussels office.
- The ESICM Secretary is responsible for development and updating of the SOPs and Operating Instructions of the Society

### *Reporting relationships*

- The Division Chairperson reports to the Executive Committee, the President, the Council and General Assembly on behalf of the Division

The functions and responsibilities of the Secretary may change from time to time at the behest of the EC, Council or General Assembly.

## **2.3. ESICM Treasurer**

(Deputy Chairperson of the Division of Administrative Affairs)

### *Background information*

The ESICM Treasurer is responsible for all financial activities (on behalf) of the Society. (S)he is responsible for the Brussels office financial operations which are under the leadership of the Executive Officer.

### *Responsibilities*

The Treasurer is also:

- The Deputy Chairperson of the Division of Administrative Affairs
- Member of the Executive Committee and of the Council

Specific responsibilities include (non-exhaustive):

- (S)he is responsible for coordinating the general administrative and financial activities of the ESICM.
- The ESICM Treasurer will take care of all financial aspects of the Society. The ESICM Treasurer will be in close contact with the Brussels Office as often as needed so as to ensure the management of the Society financial matters. The ESICM Treasurer should be prepared to travel regularly to Brussels to facilitate the meetings with the financial staff based in Brussels.
- The ESICM Treasurer will supervise the book-keeping and the accounts of the Society. Book-keeping is performed at the Brussels Office by the Book-keeper, under the supervision of the Chief Executive Officer, audited by a Chartered Accountant once a year. The books are available at any time. Quarterly, a financial statement will be mailed to the Treasurer.
- The ESICM Treasurer will present the financial status of the Society to the Executive Committees (usually twice a year), to the Council (twice a year), and to the General Assembly (once a year). The Brussels office will provide all materials needed, in paper and electronic format.
- The Society has made investments in shares and bonds, and on term accounts. It has a contract with a Belgian bank covering recommendations for the management of these assets. The ESICM Treasurer has access to this data and to the bank statements. In close collaboration with the Chief Executive Officer and, when needed, with the bank representative, the ESICM Treasurer will evaluate the portfolio and make recommendations to the Executive Committee.
- The ESICM Treasurer will review the economic plan of any project or activity within the Society and comment upon the feasibility of the plan. The ESICM Treasurer will also follow the economic balance of all projects within the Society.
- The ESICM Treasurer will sign alone or jointly with the President, all contracts on behalf of the Society, e.g. personnel, independent contractors, lawyer, lobbyist, congress industry sponsors, flat rent, etc. For practical purposes, the ESICM Treasurer can delegate authority to the Chief Executive Officer for signing invoices, personnel contracts, postal mandate, bank accounts, etc. as deemed necessary or urgent.

- The ESICM Treasurer has to attend all meetings of the Executive Committee, the Council, and the General Assembly.

#### *Reporting relationships*

The Treasurer reports to the Executive Committee, the President, the Council and General Assembly.

The functions and responsibilities of the Treasurer may change from time to time at the behest of the EC, Council or General Assembly.

## **2.4. Chairperson of the ESICM Division of Scientific Affairs**

#### *Background information*

The Division of Scientific Affairs is composed of the Research Committee and of the Congress Committee.

#### *Responsibilities*

The Chairperson of the Division of Scientific Affairs is also

- The Chairperson of the Congress Committee.
- Member of the Executive Committee and of the Council

Specific responsibilities include (non-exhaustive):

As Chairperson of the Congress Committee:

- To ensure the timely preparation and presentation of the ESICM Annual Congress. To accomplish this task, the main job is to coordinate the proposals and activities of the ESICM scientific Sections and Working Groups, as well as the other members of the programme committee (such as the Chairman of the Research Committee and the Chairman of Education and Training Committee), and in close collaboration with the Congress Team in the ESICM Office.
- To ensure equitable representation in the Annual Congress of speciality interests, the balance of material and advice from the participants, and sensitivity to political and national considerations.
- To attend and chair the Congress Committee meetings at least three times a year as well as the meetings of Congress Management Team and of the Executive Committee. Should always be available during the ESICM Annual Congress in the Autumn (September or October)
- To prepare the scientific content of other meetings of the ESICM, such as the Summer Conference, the International Consensus Conference (in collaboration with the International Consensus Conference Committee, ICCC) and shared sessions in the ESICM or other society congresses including the SCCM.

As Chairperson of the Division of Scientific Affairs:

- Advance the role of the Society in the field of intensive care medicine and develop the discipline at European and international level, including to participate in the European Board for Intensive Care Medicine (EBICM) depending from UEMS within the EU.
- Develop tools to promote and foster communication within the intensive care community
- Develop and promote scientific knowledge through the organisation of the ESICM Annual Congress and other meetings in conjunction with other associations and partners
- Encourage research projects through the Research Committee and integrate them in the ESICM Annual Congress to foster exchange of knowledge and competencies

- Collaborate actively with the Division of Professional Development to combine educational and scientific tools
- To participate as a member of the Meetings Endorsement Committee in decisions about the endorsement or support by ESICM of other international or national meetings.
- To participate as a member of the Education and Training Committee
- To participate as a member of the Communication Committee
- To ensure good communication and collaboration with other ESICM Divisions and Committees, including Administration and the Office, and to have due regard for the financial consequences of decisions.

#### *Reporting relationships*

- The Division Chairperson reports to the Executive Committee, the President, the Council and General Assembly on behalf of the Division.
- The functions and responsibilities of the Chairman may evolve with time at the behest of the Executive Committee, Council or General Assembly.
- Providing advice on educational areas to the Society, including advice to the Congress Committee, on the educational, post-graduate and competency tracks of the congress
- The Chairperson needs to maintain awareness of the European context in which education and training initiatives are being affected and of the political ambition to harmonise medical training and accreditation Europe-wide. Extensive adjustment and refinement of initiatives may be needed, to allow compatibility with national and European regulations, in the ambition to achieve quality harmonisation throughout Europe.

The functions and responsibilities of the Chairperson may change from time to time at the behest of the EC, Council or General Assembly.

## **2.5. Chairperson of the ESICM Division of Professional Development**

#### *Background information*

The Division of Professional Development is composed of the Education and Training Committee and of the Communication Committee.

#### *Responsibilities*

The Chairperson of the Division of Professional Development is also

- The Chairperson of the Education and Training Committee
- Membership of the Communication Committee
- Membership of the Executive Committee which entails, among general responsibilities, the provision of liaison between the Division and the Executive Committee
- Membership of the Congress Committee, which entails the provision of liaison between the Division of Professional Development and the Congress Committee
- Membership of the UEMS/European Board of Intensive Care Medicine

Specific responsibilities include (non-exhaustive):

As Chairperson of the Division of Professional Development:

- Undertaking Executive Committee responsibility and providing a liaison between the Committee and the EC
- Liaising with outside agencies which have an interaction with the Division
- Coordination of the activities of the Division of Professional Development
- Chairmanship of the Education and Training Committee

- Seeking to ensure maximum integration of Division affairs with other society activities.
- Participate in the Communication Committee activities.

As Chairperson of the Education and Training Committee:

- Convening and chairing meetings of the Education and Training Committee
- Conducting standard managerial follow-up of meetings e.g. finalisation of the draft minutes of the meeting, ensuring early circulation to committee members, ensuring follow up of decisions etc.
- Maintaining liaison with office staff and committee members as appropriate
- Maintaining an overview of the progress of the activities (detailed in Annex 1) of the ETC sub-committees
- Reporting on progress of sub-committee affairs to the ETC and EC
- Processing applications for subcommittees or ETC membership according to agreed Society mechanisms
- Develop of a comprehensive curriculum and course for PACT for use by members and others as a professional training and continuing personal development resource.
- Develop and promote a Europe-wide competence based training programme (Co-BaTriCE and educational courses) for intensive care medicine.
- Continue the development of a medical postgraduate exam process to complement the training and continuous professional development programmes
- Recognise and develop the role of the society in facilitating CPD among Intensive Care Nursing and Allied Health Professionals.
- The development and promotion of the educational and training strategy of the ESICM and effecting the associated operational tasks
- Coordinating the efficient and effective work of the EDIC, PACT and Training subcommittees.
- Providing advice on educational areas to the Society, including advice to the Congress Committee, on the educational, post-graduate and competency tracks of the congress
- The Chairperson needs to maintain awareness of the European context in which education and training initiatives are being affected and of the political ambition to harmonise medical training and accreditation Europe-wide. Extensive adjustment and refinement of initiatives may be needed, to allow compatibility with national and European regulations, in the ambition to achieve quality harmonisation throughout Europe.

*Reporting relationships*

The Division Chairperson reports to the Executive Committee, the President, the Council and General Assembly on behalf of the Division.

The functions and responsibilities of the Chairperson may change from time to time at the behest of the EC, Council or General Assembly.

## 2.6. Chairperson of the Research Committee

(Deputy Chairperson of the Division of Scientific Affairs)

### *Background information*

The Division of Scientific Affairs is composed of the Research Committee and of the Congress Committee.

### *Responsibilities*

The Chairperson of the Research Committee is also the Deputy Chairperson of the Division of Scientific Affairs.

Specific responsibilities include (non-exhaustive):

- To chair the Research Committee and to manage its activities in the best interests of the ESICM and the Society's mission statement
- To facilitate high quality multidisciplinary research in all aspects of intensive care medicine
- To act as the Coordinator of the ECCRN
- To ensure fair and unbiased evaluation of projects, and to maintain the highest standards of scientific behaviour in relation to research activities within the ECCRN and ESICM
- To ensure proper integration of decision-making with the other priorities and requirements of the ESICM
- To provide reports on the activities of the Research Committee, the ECCRN, and the outcome of scientific projects, to the ESICM Executive Committee, Council and to the members during the General Assembly
- To coordinate and attend Research Committee meetings (currently anticipated to take place three times a year), and to be available during the ESICM Congress for the Council meeting and the General Assembly
- To contribute to the design and content of ESICM congresses and other meetings. This responsibility can exceptionally be delegated to other individuals if such decision is approved by the Programme Committee and the Executive Committee. Delegation does not extend to representing the Division in the Executive Committee
- To represent the Division of Scientific Affairs if the Division Chairperson is unable to attend, including the duty of representing the Division, as full voting member, in the ESICM Executive Committee.

### *Reporting relationships*

The Division Chairperson reports to the Executive Committee, the President, the Council and General Assembly on behalf of the Division.

The functions and responsibilities of the Chairperson may change from time to time at the behest of the EC, Council or General Assembly.

## **2.7. Chairperson of the ESICM Communication Committee**

(Deputy Chairperson of the Division of Professional Development)

### *Background information*

The Division of Professional Development is composed of the Education and Training Committee and of the Communication Committee.

### *Responsibilities*

The Chairperson of the ESICM Communication Committee is also

- Deputy of the Division of Professional Development
- Ex-officio member of the Executive Committee

Specific responsibilities include (non-exhaustive):

- To take responsibility for the Society's web-based publishing. This should include ensuring that the website is modern, the content is up to date and the overall concept is compatible with the Society's communication strategy.
- Develop other relevant titles or publications

### *Reporting relationships*

The Chairperson will report on behalf of the Communication Committee to:

- The Division Chairperson and to the EC and President
- The Council and
- The General Assembly.
- In the event of the unavailability of the Chairperson of the Division, the Communication Committee Chairperson will be expected to deputise on his/her behalf e.g. at the Executive Committee or at the Council.

The functions and responsibilities of the Chairperson may change from time to time at the behest of the EC, Council or General Assembly.

The job description of the Committee Chairperson is a guide to areas of responsibility relating to the Society's Communications activities. The intention is not to be totally comprehensive but to provide the incumbent with a guide via which (s)he can develop and evolve an optimum plan and approach to progress within their area of responsibility during their term of office. The Committee Chairperson is requested to keep this job description under review and make proposals to the EC on its evolution during, or at the end of, their term of office.



## 2.8. Editor-in-Chief of the Journal “Intensive Care Medicine”

### *Background information*

The Editor-in-Chief is head of the Board of Editors of the Journal “Intensive Care Medicine”. (S)he is finally responsible for all editorial decisions on all material published in the Journal, the developments and strategies of the journal, the communication with the Society, as well as the publisher, readers, authors, and reviewers.

### *Responsibilities*

The Editor-In-Chief is also Ex-officio member of the Executive Committee

Specific responsibilities include (non-exhaustive):

- Responsible for leading or coordinating all activities related to the journal’s publications, policy and strategy, in both paper and electronic formats. The main priorities are to foster publications of the highest scientific quality through proactive editorial policies, constructive and professional reviewing, and rapid publication.
- This requires a substantial time commitment
- Involved in all relations between the journal and the Associations (European Society of Intensive Care Medicine and the European Society of Paediatric and Neonatal Intensive Care), their committees and the Publisher
- Binded by an agreement signed by the three parties: ESICM, the Publisher, and the Editor-in-Chief
- The Chairperson of the Board of Editors and Chairperson of the Advisory Board of the journal. The Editor-in-Chief selects members of the Editorial Board based on their scientific expertise and editorial skills.
- A member of the Search Committee for the succeeding Editor-in-Chief

### *Reporting relationships*

The Editor-in-Chief will report to

- The ESICM Executive Committee,
- The Council
- The General assembly.
- Routine communication may be conducted via the ESICM Communication Committee.

The job description of the Editor-in-Chief is a guide to areas of responsibility. The intention is to provide incumbents with a guide via which they can develop and evolve an optimum plan and approach to progress during their term of office. The Editor-in-Chief is requested to keep this job description under review and make proposals to the EC on its evolution during, or at the end of, their term of office.

## 2.9. Chairperson of the Nurses and Allied Healthcare Professionals Committee

### *Background information*

The Nurses and Allied Healthcare Professionals (N&AHP) Committee aims at reinforcing the nurses' and allied healthcare professionals' participation within ESICM, at fostering a better integration and at developing their role in the different activities of ESICM.

### *Responsibilities*

- The Chairperson of the N&AHP Committee is a member of the Council.
- Ex-officio member of the Executive Committee

Specific responsibilities include (non-exhaustive):

- Coordinate the activities of the N&AHP Committee
- Coordinate the participation of this Committee in the other ESICM Committees in which it must be represented (i.e. Education and Training Committee, Communication Committee, Congress Committee, Research Committee)
- Attend the Council meetings at least twice a year (one in the spring and one in the Autumn)
- Attend the Executive Committee meetings when possible, at least twice a year (one in winter and one in the summer).
- The functions and responsibilities of the N&AHP Committee Chairperson may change from time to time at the behest of the Executive Committee, Council or General Assembly.

The job descriptions are a guide to areas of responsibility. The intention is to provide incumbents with a guide, through which they can develop and evolve an optimum plan and approach to progress within the N&AHP Committee during their term of office. The Committee Chairperson is requested to keep this job description under review and make proposals to the Executive Committee on its evolution during, or at the end of, his/her term of office.

## 2.10. Chairperson of the NEXT Committee

### *Background information*

The NEXT Committee aims to reinforce the trainees' participation within ESICM, to foster better integration and to develop the trainees' role in the different activities of ESICM.

### *Responsibilities*

The Chairperson of the NEXT Committee is:

- A member of the Council
- Ex-officio member of the Executive Committee

Specific responsibilities include (non-exhaustive):

- Coordinate the activities of the NEXT Committee
- Coordinate the participation of this Committee in the other ESICM Committees in which it must be represented (i.e. Education and Training Committee, Editorial and Publishing Committee, Congress Committee, Research Committee)
- Attend the Spring and Autumn Council meetings
- Attend the Executive Committee meetings.
- The functions and responsibilities of the NEXT Committee Chairperson may change from time to time at the behest of the Executive Committee, Council or General

Assembly.

The job descriptions are a guide to areas of responsibility. The intention is to provide incumbents with a guide via which they can develop and evolve an optimum plan and approach to progress within the NEXT Committee during their term of office. The Committee Chairperson is requested to keep this job description under review and make proposals to the Executive Committee on its evolution during, or at the end of, their term of office.

## 2.11. (Inter)National Representatives

### *Background information*

The Council members are

- The national representatives of the members in the individual European countries.
- The representatives of the international members.
- The Chairpersons of each scientific section of the Society
- The members of the Executive Committee
- The Chairperson of the N&AHP Committee

The representatives of the members of the Association in individual countries should be elected by the Ordinary and Honorary members of these countries.

The numbers of representatives which can be elected are:

- European countries:
  - One national representative per European country with more than 25 ESICM Ordinary and Honorary members.
  - One common representative for all European countries with less than 25 ESICM Ordinary and Honorary members.
- Members from countries outside Europe may elect one representative for each of the following five defined regions, if they have 100 or more members (alphabetic order):
  - Africa
  - Asia-Pacific
  - Central and South America
  - Middle-East
  - North America
- National and international representatives are elected for one term of three years, non-renewable.

The definitions for the five regions are given in Appendix A of the General SOPS.

### *Responsibilities*

The duties of a Council member include

- To be responsible for mutual contacts between the Society and the country members, the local intensive care society and the health authorities
- To promote the Society in the country and to recruit members
- To attend the Council meetings twice a year. One is held in March in Brussels, and one in the Fall during the Annual Congress of the Society
- To vote on resolutions from the Executive Committee
- To present proposals to the Executive Committee
- To actively participate in the ESICM's various activities and committees
- To help in the organisation of EDIC

- To ratify the Executive Committee changes in the SOPs.

## 2.12. Section Chairs and Deputies

### *Background information*

The Society has formed Sections for its scientific activities. The main task of the Sections will be to provide the Congress Committee and the Research Committee with the expertise within their field. A section consists of members, a Chairperson and a deputy.

### *Responsibilities*

- The Chairperson of the section is a member of the Congress Committee. (S)he can delegate this task to another section member.
- The Deputy of the section is a member of the Research Committee. (S)he can delegate this task to another section member.
- It is the responsibility of the Chairperson and the Deputy of the Sections to democratically represent their members' views to the Congress Committee, Research Committee and Council.
- It is a vital role of the Chairman to facilitate communication amongst the Section members and to ensure that each Section member has the opportunity to input into the Sections' activities.
- It is the responsibility of the Chairperson and Deputy of the Section to maintain the Section web page and contribute on Section activities to the ESICM Newsletter.

### *Reporting relationships*

- The Section Chairperson reports to the Section members about all activities of the section and the representation of the section in the Congress Committee. The Section Chairperson reports to the Council about Section affairs.
- The Section Deputy reports to the Section members about activities in the Research Committee.

## 2.13. Examinations Committee

### *Background information*

The Examinations Committee is a permanent committee of the Education and Training Committee in the Division of Professional Development (DPD). The Committee members are elected by the Council or nominated by the members of the Examinations Committee for a mandate of three years with the possibility of one renewal.

Applicants for positions in this committee must

- Be an ESICM Ordinary member.
- Be an established specialist in current practice Intensive Care Medicine with at least four years' experience after board examination and practicing in Europe.
- Be an EDIC Diploma holder or possess an equivalent national exam.
- Have an established track record in post-graduate training in Intensive Care Medicine.
- Be an EDIC examiner.
- Be able to allocate 14 to 16 working days during a year to attend meetings for the preparation, the key validation and the execution of EDIC I and II.

### *Responsibilities*

- Examinations Committee is responsible for both EDIC Part I and II examinations. This implies the creation of multiple choice questions for EDIC 1 and clinical and computer-based scenarios for EDIC 2.
- The Committee members are expected to take part in more than 70% of the Committee meetings at the ESICM office in Brussels (or abroad when needed). The meetings are organised on a regular basis every six to eight weeks (in total 10-12 days/year). Furthermore the Committee members are expected to allocate enough time between the meetings to create and review multiple choice questions for EDIC I, and clinical case scenarios/computer based assessments for EDIC II. The amount of time needed for these tasks is at least two to four working days a year, in addition to the time spent at meetings.
- The Committee members are expected to attend the EDIC Part I and II exams as an examiner, an exam supervisor, or an observer (in total 5 days/year).