

European Society of Intensive Care Medicine

ESICM Job Descriptions for ESICM Officers

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	Function	Name	Date	Signature
Author	Secretary	Lui Forni		
Reviewed	EC Members			



Chairperson of the Congress Committee

Prerequisites for candidates

Profile

- Candidates must be ESICM Ordinary members or Honorary members
- Candidates must be present or past members of the ESICM Elected Council Members
- Candidates must be working in Europe

They are expected to

- Be experienced, accredited senior intensivists
- 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
- Fairly represent 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 candidates should be willing to commit themselves 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. Candidates 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 two-year term of office.
- Election details and term of office are explained in the General SOPs



Job description

Background information

The Congress Committee is responsible for the scientific development and proceeding of the ESICM Annual Congress and other scientific live events organised by the Society.

Responsibilities

The Chairperson of the Congress Committee is also:

- Voting Member of the Executive Committee and of the Council
- Member of the Live Events Management Committee
- Member of the Education and Training Committee
- Member of the European Board of Intensive Care Medicine of UEMS

Specific responsibilities include (non-exhaustive)

- To attend and chair the Congress Committee meetings at least three times a year as well as to attend the meetings of Live Events Management Committee and of the Executive Committee. Should always be available during the ESICM Annual Congress in the Autumn (September or October)
- 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 project 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 prepare the scientific content of other live events of ESICM, and shared sessions in ESICM or other society congresses.
- To advance the role of the Society in the field of intensive care medicine and develop the discipline at the European and international level, including to participate in the European Board for Intensive Care Medicine (EBICM) depending from UEMS within the EU.
- To develop tools to promote and foster communication within the intensive care community
- To develop and to promote scientific knowledge through the organisation of the ESICM Annual Congress and other meetings in conjunction with other associations and partners
- To encourage research projects through the Research Committee and integrate them in the ESICM Annual Congress to foster exchange of knowledge and competencies
- To actively collaborate with the Education and Training Committee to combine educational and scientific tools

Reporting relationships

The Chairperson of the Congress Committee reports to the Executive Committee, the President, the Council and the General Assembly.

The functions and responsibilities of the Chairman may evolve with time at the behest of the Executive Committee, Council or General Assembly.