



The Intensive Connection

ESICM Secretary

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 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 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 Secretary will serve for a single two-year term of office.
- Election details and term of office are explained in the General SOPs



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Job description

Background information

The ESICM Secretary is responsible for all secretarial activities on behalf of the Society and for coordinating the general administrative activities of the ESICM.

Responsibilities

The Secretary is also:

- A voting member of the Executive Committee and of the Council
- Chairperson of the Diversity and Inclusiveness Monitoring Group
- Member of the National Societies Committee and the Business & Finance Committee
- Member of the European Board of ICM

Specific responsibilities include (non-exhaustive)

- 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 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 the development and updating of the SOPs and Operating Instructions of the Society

Reporting relationships

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

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