

# European Society of Intensive Care Medicine

## ESICM Job Descriptions for ESICM Officers

Title	Version	
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	<i>Function</i>	<i>Name</i>	<i>Date</i>	<i>Signature</i>
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Reviewed	EC Members			

## **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
CC	Congress Committee
EBICM	European Board of Intensive Care Medicine
EC	Executive Committee
EDEC	European Diploma in Intensive Care EchoCardiography
EDIC	European Diploma in Intensive Care
ESICM	European Society of Intensive Care Medicine
ETC	Education and Training Committee
GA	General Assembly
ICM	Intensive Care Medicine
IOI	Internal Operating Instructions
ME	Mandatory Elect
MJCICM	Multidisciplinary Joint Committee for Intensive Care Medicine
N&AHP	Nurses and Allied Healthcare Professionals
SOP	Standard Operating Procedure
UEMS	European Union of Medical Specialists

## **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

## Prerequisites for candidates for official ESICM positions

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1. Candidates can only apply for one position in the Society. It is not possible to hold two simultaneous positions within the Society.
2. Any elected member may stand as a candidate for a new position in the same year as his or her current term of office ends, i.e. he or she may apply before the General Assembly, only in the last year of his or her mandate.
3. Resignation for any reason before the completion of a mandate does not permit the person to apply for a new position before the theoretical end of the mandate.  
If successfully elected for a new position, it is assumed that candidates should stand down from their previous positions at the General Assembly.
4. Candidates for elected or nominated positions must be ICU professionals who devote most of their clinical, research and educational time to intensive care medicine.
5. Candidates for elected or nominated positions are expected to read and accept both the prerequisites to stand and the job descriptions.
6. Candidates for elected or nominated positions should have filled in and signed the ESICM Conflict of Interest Form.
7. Candidates for both nomination and election must serve the interest of ESICM and therefore must respect a framework of principles and rules that govern their conduct regarding ethics and integrity. They are expected to sign the ESICM Code of Conduct AND the specific Code of Conduct for ESICM Elections when standing for an elected position.
8. To apply to an elected position, candidates cannot place themselves under any obligation or time constraint to any international organisation which might affect their ability to act impartially and objectively as ESICM Officers in the best interest of ESICM members, as long as the ESICM mandate or election period is running
9. Candidates for an elected position commit to devoting the necessary time to the organisation and smooth running of tasks within the Committee or Section they apply for.
10. All elected officers can hold positions once, except the ICM & ICMx Editors-in-chief
11. All nominated positions will be for two years, renewable once.
12. No one who has already held two different elected positions in the Executive Committee can stand for further election within 6 years from the end of their last mandate, except the Presidency
13. No one who has already held an elected position in the Executive Committee can apply for any elected position outside the Executive Committee.
14. The ballot shall be open only if there are two or more candidates for an elected office
15. The EC is responsible for monitoring the election process to guarantee diversity and inclusiveness among all candidates.  
current applications. Examples of this, but not limited to, are situations in which there is only one candidate for several elected positions. If no eligible candidate stands, the Executive Committee will nominate a member from the (Sub-)Committee ad interim until a candidate comes up.

The Executive Committee shall review the application criteria and decide upon the eligibility of each candidate.

# (Inter)National Representatives

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## Prerequisites for Candidates

### *Profile*

Candidates for National Representatives must be ESICM Ordinary or Honorary members, working in the country they want to represent.

Candidates for International Representatives must be ESICM International or Honorary Members, working in the country or the region they want to represent.

### *They are expected to*

- Be willing to represent the respective countries or regions during the term.
- Be responsible for mutual contacts between the Society, the regional intensive care society, national training organisations and relevant health authorities
- Promote the Society in the country and recruit members
- Be present in the two annual Council meetings
- Communicate 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. The Executive Committee will select candidates based on the pre-established profile according to the information in the application form and compliance with the person specification. Interview attendance may be deemed necessary by the Executive Committee. Candidates deemed by the Executive Committee to meet the required profile are presented to the members of the respective country or region for election.

### *Election and term of office:*

See Part B of the SOPs, Addendum to Article 8 of the ESICM statutes: Council

## Job description

### *Background information*

The Council members are

- The national representatives of the members of the European countries
- The representatives of the members of countries outside Europe (called “international members”)
- The Chairpersons of each scientific section of the Society
- The Chairpersons of each Education Committee
- The members of the Executive Committee

The representatives of the members of the Association in individual countries are elected by the Ordinary and Honorary members of these countries. The numbers of representatives who can be elected are:

- 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.
- International members may elect one representative for each of the following five defined regions if they have 100 or more members (in alphabetic order):
  - Africa
  - Asia-Pacific
  - Central and South America
  - Middle-East
  - North America
- One national representative per non-European country with more than 500 International and Honorary members. The country will not be part of a region as long as its membership is above 500.

National and international representatives are elected for a single two-year term of office.

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 contact 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.