

European Society for Vascular Surgery

Management of ESVS Committees (SOP)

SOPCommittees_v5

June 2022

- Definition: group of ESVS members appointed to be in charge of an ESVS scientific or educational initiative (e.g. guidelines, academy).

- Requirements :
 - Have a valid annual European membership (non European members need approval by ExCo)
 - Attend Committee meetings
 - Respect ESVS procedures and project deadlines

- Election process and term:
 - Available positions within ESVS Committees are publicly advertised. Applications are reviewed by the Committee according to criteria set by the committee.
 - Term: 3 years, maximum of 2 terms.
 - All recently elected Committee Chairs can shadow for a year before their term
- Any change in the structure needs to be approved by the Secretary General

- Onboarding a new committee member:
 - At the start of their term, the office will send to the new members
 - A welcome pack including the committee management SOP as well as any other committee specific document as applicable.
 - A welcome letter whereby the members need to acknowledge that they have read the SOP and they will commit to what ESVS is expecting from them

■ Responsibilities:

- Propose a scientific or educational programme proposal (event) or an annual activity plan by 1 November
- Propose an annual budget by 1 November and submit it to the office for Treasurer's approval
- Work under the office guidance and apply ESVS processes
- Share information on the projects with the office in due time, allowing for appropriate communication and support
- Operate within the budget scope and inform the office in the event of unforeseen expenditure
- Respect the ESVS vision & mission
- Attend Committee meetings and deliver what is expected of them
- Work on a voluntary basis

- Committee Member performance management :
 - A problem is identified by the committee chair who discusses this directly with the committee member
 - Support is offered by the committee chair, and an extension of deadline or other reasonable assistance
 - Committee chair reassesses and if no progress is made they raise this with ExCo
 - ExCo can decide to end the committee member's term. Alternatively, the member can be given another time period as a trial. Following which, their performance should be reassessed.

- Committee Chair:
 - Term: 3 years (the Chair cannot be re-elected)
 - Election process: open application process (committee members are encouraged to apply)
 - Role & responsibilities
 - Provide annual objectives & budget request to ESVS in due time
 - Provide scientific and/or educational input (event management is the ESVS's office responsibility)
 - Manage activities within agreed budget
 - Be responsible for the overall Committee budget
 - Report to ESVS annually
 - Work on a voluntary basis
 - Performance of Committee Chairs will be assessed by ExCo after 1 year of term. ExCo reserves the right to terminate committee Chair's term should (s)he not successfully fulfil his/her duties and responsibilities.

- Committee budget management:
 - 2-3 meetings/year (guideline), organisation through ESVS office. The organisation of virtual meetings should be considered when possible. Shorter meetings (\leq half day) should take place virtually.
 - Face to face meetings are organised in easily accessible and affordable locations in Europe, e.g., Amsterdam, Frankfurt, Barcelona; 1-day meetings should be preferred.
 - Travel: maximum 500€ within Europe / 1,500€ outside of Europe
 - Accommodation: maximum 150€ / night including breakfast in 3*/4* hotels for the duration of the meeting. Additional needs to be discussed case by case.
 - Dinner: maximum 40-60€/person (incl. drinks) depending on location

- Expense reimbursement
 - Any expense exceeding budget needs to be requested in advance when possible to the Committee Chair, who is responsible for their budget and contacts the office.
 - Expense reimbursement form to be submitted to ESVS Office within 1 month with invoices / tickets. After this date reimbursement is no longer possible
 - Expenses are paid within 30 days after reception of the completed expense reimbursement form.