

## JOB DESCRIPTION: PRESIDENT OF ECFS

### 1. Main Duties

- 1.1 The President is the senior Officer within the Society. He or she provides the leadership required to ensure that the Society fulfils the mission statement:  
*The European Cystic Fibrosis Society is an international community of scientific and clinical professionals committed to improving survival and quality of life for people with CF by promoting high quality research, education and care.*  
Furthermore the President, together with the ECFS Board, will seek to ensure, that the society succeeds in the discharge of all of the activities it undertakes in the pursuit of its objectives and take all necessary action to ensure that the mission of the ECFS is achieved. The President is expected to fully acquaint him/herself with the ECFS Constitution and pertinent policy documents, and understand the Society's mission, vision and values.
- 1.2 He/she chairs the meetings of the Board and with the Executive Director sets the agenda for these meetings. There are a minimum of three Board meetings annually (one in conjunction with the annual conference of the ECFS, one strategy meeting held, when possible, in conjunction with the North American CF conference, and one further winter board meeting. In addition, the President chairs the teleconference meetings of the Board.
- 1.3 In between meetings, the President and the Executive Director are in regular contact, to deal with incoming correspondence and enquiries that cannot be dealt with by delegation of tasks according to the Society's custom and practice.
- 1.4 The President acts as the main conduit for the Society's external communications strategy, particularly in relation to pro-active "political" activity.
- 1.5 The President represents the Society at meetings with external organisations as required including other learned Societies, National CF Associations and political and governmental organisations. Most of the "official" correspondence from the Society will be signed by the President.
- 1.6 The President makes a report to the membership annually at the Annual General Meeting, and in the ECFS newsletter up to four times a year. In addition the President produces a report for the full Board meetings.
- 1.7 Together with the ECFS Treasurer and ECFS Secretary, the President bears responsibility for discussions regarding staffing matters and is the arbitrator in the event of disciplinary or grievance procedures. The President provides "line management" for the ECFS office.
- 1.8 The President takes a lead role in setting the agenda of the scientific committee for future annual ECFS conferences. The President will be responsible for ensuring preview of future conference locations and he/she will attend the site-inspection meeting where industry partners will be briefed on the activities of the ECFS. In addition, the President

plays an active role in the opening and closing ceremonies. The President should, when possible, also attend the Basic Science conference.

- 1.9 If not sponsored from another source, the President is entitled to be refunded economy travel and accommodation expenses for all meetings where he/she represents the ECFS.
- 1.10 This is a non-remunerated position. However, an annual donation will be made to the President's Institution (while in office) in recognition of the contribution to the activities of the ECFS.

## **2. Other Information**

2.1 The ECFS President is elected for 3 years by the ECFS Membership by simple majority. The President may not stand for election for more than two consecutive terms of office.

2.2 In addition to attending and chairing meetings, the work involved in undertaking this role is in the region of 6 to 8 hours per week, although this varies depending on the time of year and if there are any special pieces of work following board meetings.

2.3 Much of the work is done by email, letter and telephone and supported by the ECFS office. At the ECFS office, the Executive Director is the liaison between the office and the Board. The Executive Director's role is to ensure the daily running of the society, to supervise the conferences' and meetings' logistics and administration as well as all other activities run by ECFS or where ECFS is involved.

## **3. President - person specification**

3.1 The nominee must be a senior clinician or scientist with significant experience in Cystic Fibrosis with an international reputation and must be resident in Europe. 3 nominations, each from a different country, are required as evidence of the ability to work internationally.

3.2 He or she must be acknowledged by researchers and clinicians in the CF community as an expert in their CF field, with a track record of significant clinical, educational and scientific contributions.

3.3 He or she must be an active member of the ECFS who has already shown commitment to ECFS in terms of work for consensus documents, conferences, registry etc.

3.4 The nominee can be from either clinical or science background.

3.5 The nominee must have good organisational skills as evidenced by previous leadership of department, or national/international committee or consensus group work for the society.

3.6 The nominee must have enough time to dedicate to the Society (evidence of support from their current employer with regard to this is important).

3.7 The nominee must show willingness to work with many people from different disciplines and countries. Previous evidence of team working nationally and internationally will be important.

3.8 Good communication skills are important and the ability to communicate in English is essential.

3.9 The nominee must declare that there are no conflicts of interest with the aims of the ECFS.