



## **JOB DESCRIPTION: ECFS BOARD MEMBER**

### **1. Main Duties**

Members of the ECFS Board serve an important role within the organisation. The current responsibilities and future development of the Society are ensured through the active participation of its Board. There are significant expectations of involvement, participation, support and commitment to the Society's mission.

- 1.1 The officers of the Board are responsible for the conduct of the business of the ECFS to include the financial, strategic and governance activities. A Board member should expect to provide support and advice to the Board on areas of a specific nature of expertise.
- 1.2 There are a minimum of three Board meetings annually which a Board Member is expected to attend. One in conjunction with the annual conference of the ECFS in June, one strategy meeting held, when possible, in conjunction with the North American CF Conference, and a further winter board meeting held traditionally in January.
- 1.3 In addition to attending meetings, the work involved is primarily to respond to requests for issues requiring the full Board's attention (normally coordinated via the ECFS Office) and to undertake any special pieces of work following board meetings and to report back to the Board on such issues.
- 1.4 ECFS Board members are expected to fully acquaint themselves with the ECFS Constitution and pertinent policy documents, and understand the Society's mission, vision and values.
- 1.5 If required, an ECFS Board Member may be asked to represent the society at meetings, and to represent the views of the ECFS.
- 1.6 Additionally, Board Members are expected to promote the ECFS activities at medical or other meetings, and to encourage young researchers' awareness of the ECFS.
- 1.7 Board Members are encouraged to submit topics for discussion at the ECFS Board meetings, and to share pertinent information/proposals for collaborations which may benefit the Society.



## **2. Other useful information**

- 2.1 Board Members are elected for 3 years by the ECFS Membership by simple majority. No Board member can stand for election for more than two consecutive terms of office. A past Board member may, after a minimum of 3 years, be eligible for re-election for a Board position.
- 2.2. It is a non-remunerated position.
- 2.3. A minimum of 5 working days per year is required for attendance at Board Meetings (excluding travel time). The ECFS will cover economy travel and accommodation for the Winter Board Meeting, 1 additional night's accommodation for the Summer Board Meeting, and 1 additional night's accommodation for the meeting held in conjunction with the North American CF Conference.
- 2.4 For other meetings: An ECFS Board Member is entitled to be refunded economy travel and accommodation at all meetings where he/she is mandated to be representing the ECFS, and where the travel is not already sponsored by another source.
- 2.5 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.

## **3. Job profile for an ECFS Board Member**

- 3.1 The nominee must be a senior figure with significant experience in cystic fibrosis with an international reputation (the requirement for 2 nominations, each from a different country is taken as part of the evidence of the ability to work internationally).
- 3.2 He/She must be acknowledged by researchers and clinicians in the European Society as an expert in their CF field, with a track record of publications.
- 3.3 He/She must be an active member of the ECFS, and has preferably demonstrated a commitment to the 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 show willingness to work with many people from different disciplines and countries. Previous evidence of team working nationally and internationally is important.
- 3.6 Good communication skills are important and the ability to communicate in English is essential.
- 3.7 The nominee must declare that there are no conflicts of interest with the aims of the ECFS.