

Role profile of the Board members

The Board of the European Academy of Neurology (EAN) is the driving force behind EAN. EAN Board members commit their time to both the overall development and daily management of the society. Under a structured and updated strategic plan, they organise and host meetings, determine EAN's influence and involvement in research and advocacy, and plan and run educational projects.

Therefore, it is fundamental to preserve the quality of the application process to be an EAN Board member and have in place clear profile requirements for the Board officers.

Members of the Board do their job on voluntary basis. They get reimbursed for the travels and accommodation, according to EAN Financial policy.

All board members should know, read, and comply to the **EAN Bylaws** and the Code of Conduct for Healthcare Professional and Scientific Organisations for Members of the Biomedical Alliance in Europe (referred to as **CODE OF CONDUCT**). Special attention shall be paid to the point "Representation" on page 7 in the Code of Conduct.

Additionally, the following applies in terms of "Representation of EAN" for all Board members: Board members are official representatives of EAN in all professional contexts. Their actions and participation in external activities as EAN representatives can be interpreted as endorsements by EAN.

Therefore, while acting as EAN Board member and EAN representative, EAN Board members should consult the EAN Executive Director before:

- Participation in industry-sponsored events/activities conducted by healthcare industry.
- Accepting invitations to speak at or chair healthcare industry events/activities.
- Discussing, offering or deciding on collaboration activities/possibilities with healthcare industries.

General eligibility criteria and tasks

Candidates for the EAN Board must fit in the following criteria:

- To be a Full individual member of EAN (according to the article 8 of EAN Bylaws) and eligible for Fellow of EAN membership
- To have national and international reputation for his/her contributions to neurology, and, equally important, have played a substantial commitment to the growth and development of EAN
- To be able to devote the necessary amount of time to fulfil their tasks within the EAN
- To be able to travel to/attend all relevant meetings of the Board or any such other meetings, when necessary, in particular: minimum of two in-person meetings/year, monthly video calls
- To attend the annual EAN Congress

- To declare as conflicts of interest all commercial consultancies and board memberships and any other potential conflicts as laid out in the CODE OF CONDUCT of the EAN, take the responsibility for the future of EAN.

If an EAN Panel Management Group member or a Delegate to the Assembly of Delegates is elected to the EAN Board, he/she will be replaced in either of the positions.

Additional criteria for the specific positions in the Board and description of the main tasks

President – Elect

1) Additional Criteria for the position:

- To be a senior European neurologist with extensive experience of clinical neurology, scientific research, management of complex organisations and international collaboration
- To be skilled in negotiating, in conflict management and leading a team
- To take into the consideration the increased number of tasks, after 2 years, when becoming a President.

2) Tasks of the President Elect:

- To dedicate a minimum of one day a week to EAN related matters
- To travel to the Head Office regularly (at least 2-3 times per year), preside over the annual congress of the EAN and attend such other meetings as may be necessary to fulfil the role of President, when necessary
- To travel for the National Neurological Societies Congresses as well as other important for EAN meetings (Partner Societies Congress, advocacy related events, industry allocation meeting for future congress)
- To attend the EAN Board Meetings (approx. 10 meetings of the board per year, In-person meetings: 2x two-day meetings, Virtual: 6x Virtual meetings per year – normally of one hour duration)
- To attend the EAN Congress for the in person and online meetings
- To assist President with the other responsibilities.

If he/she is President/ Chair of another healthcare organisation, he/she must step down as soon as becoming EAN President.

3) Additional tasks when becoming President:

- To represent EAN in all matters
- To validate written documents of the Society
- To act as chief spokesperson and represent the EAN vis-à-vis the public, the press, legislative bodies, the medical community at large and governments of individual states of Europe as well as the bodies of the European Union and international organisations
- To be responsible for making appointments of members of standing committees and other committees

- To be responsible for appointing EAN representatives to civil, professional and governmental organisations as may be required to execute the business and affairs
- To preside at all meetings of the Board as its Chairperson
- To present an annual report of the work of the EAN at each annual meeting of the EAN
- To actively engage into the advocacy matters and external EAN projects, especially by attending the meetings and events, with external stakeholders
- To be available via email and stay in direct contact with the Executive Director
- To be able to travel regularly to European (WHO Region Europe) and external to Europe destinations in addition to the EAN Congress.

Secretary General

1) Additional Criteria for the position:

- To have strong communication and interpersonal skills
- To be strategic thinker with the ability to formulate and execute long-term goals for the EAN Membership in alignment with the EAN's mission
- Previous leadership experience in committee or team management is desired.

2) Tasks of Secretary General:

- To be the official custodian of the minutes and records of the EAN by appropriate means, especially minutes of the Board meetings and Assembly of Delegates
- To submit to the Board any communications addressed to him as Secretary General of the EAN
- To attend to all official correspondence of the EAN and shall exercise all further duties incident to the office of Secretary General
- To be available via email and stay in direct Contact with the Executive Director and Membership Department
- To be available for the EAN Board Meetings
- To be available at the EAN Congress for the in person and online meetings
- To be responsible for reviewing the membership applications and advising on processing them
- To cooperate with the Membership Department on the regular basis, engage into the membership promotional strategy, as well as relations with the National Neurological Societies
- To be the Chairperson of the Student task Force and engage into the related matters
- To support the RRFS section with knowledge and experience.

Treasurer

1) Additional Criteria for the position:

- To have financial experience in their Neurology career, as treasurer of the National society, of a subspecialty organisation or of international congresses
- To have strong communication and interpersonal skills.

2) Tasks of Treasurer:

- To work closely with the Executive Director and accountants
- To have the care and custody of, and be responsible for all EAN funds
- To attend the EAN Board Meetings
- To be available at the EAN Congress for the in person and online meetings,
- To be available via email and stay in direct contact with the Executive Director, and Membership Department
- To analyse and present to the rest of the Board the financial situation of the EAN.

Chair Scientific Committee

1) Additional criteria for the position:

- To have deep knowledge of current and emerging trends on the scientific forefront, with comprehensive understanding of neurological research, treatments, advancements, and guideline production
- To be a strategic thinker with the ability to formulate and execute long-term goals in alignment with the EAN's mission
- To have experience in scientific leadership
- To have strong communication and interpersonal skills
- To be familiar with EU funding and regulatory processes.

2) Tasks of Chair Scientific Committee:

- To report to the Board on the activities of the committee
- To attend the EAN Board Meetings
- To attend the EAN Congress for the in person and online meetings
- To provide leadership to the Scientific Committee
- To oversee the development and execution of the committee's strategic goals and objectives as well as those of the Scientific and Coordinating Panels
- To oversee and contribute to the development and review of guidelines within the Guideline Production Group as its member
- To supervise and coordinate the work of task forces and research projects initiated by EAN
- To establish and maintain collaborative efforts with the European Journal of Neurology Editor-in-chief to enhance scientific publications and dissemination
- To strategically engage with and explore opportunities for EU funding possibilities to support the Scientific Committee's initiatives and projects
- To foster and manage collaborations with the European Medicines Agency to facilitate communication and collaboration on relevant matters
- To cultivate and strengthen relationships with partner societies to promote collaborative efforts and shared initiatives
- To act as a crucial link and liaison between the Board and the Scientific and Coordinating Panels, ensuring effective communication and alignment of goals
- To participate to the Programme Committee as its member.

Chair Communications Committee

1) Additional criteria for the position:

- To have strong experience in communication, public relations, or related fields
- To have previous leadership experience in committee or team management
- To have robust communication, organizational, and interpersonal skills.

2) Tasks of Chair Communications Committee:

- To attend the EAN Board Meetings
- To attend the EAN Congress for the in person and online meetings
- To provide the EAN Board with advice on communication strategies
- To oversee the Communication Committee, ensuring it reflects EAN's diverse, scientific & clinical membership with balanced geographic and gender representation
- To lead the selection of committee members, including the EAN website and EANpages editors, from open applications, and present candidates to the board for approval
- To provide advice on advocacy matters as part of the Strategic European Affairs Team and support groups on European affairs and advocacy, in line with the strategy set at the presidential level
- To chair monthly committee meetings via Zoom and in-person meetings during the annual EAN Congress. Provide guidance on agenda and updates related to priorities set by EAN board.
- To work with EAN Headoffice team to ensure timely and accurate preparation of meeting agendas, minutes, and supporting documents, and oversee monthly reports on the EAN Communication Department's activities, as well as proposals to be presented for approval to EAN Board.