

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

I. PRESIDENT – ELECT

1) Additional Criteria:

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

2) Tasks of the President Elect:

- be able to dedicate a minimum of one day a week to EAN related matters,
- be able 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,
- be able to travel for the National Neurological Societies Congresses as well as other important for EAN meetings (Partner Societies Congress, advocacy related events),
- be available for 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),
- be available at the EAN Congress for the in person and online meetings,
- assist President with the other responsibilities.

3) Additional Tasks when becoming President:

- represent EAN in all matters,
- validate written documents of the Society,
- act as chief spokesman 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,
- be responsible for making appointments of members of standing committees and other committees,
- be responsible for appointing EAN representatives to civil, professional and governmental organisations as may be required to execute the business and affairs,
- preside at all meetings of the Board as its Chairman,
- present an annual report of the work of the EAN at each annual meeting of the EAN
- actively engage into the advocacy matters and external EAN projects, especially by attending the meetings and events, with external stakeholders,
- be available via email and stay in direct contact with the Executive Director (required time approx. 2 hrs/week),

II. SECRETARY GENERAL

1) Additional Criteria:

- Have strong communication and interpersonal skills,
- 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:

- 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**
- submit to the Board any communications addressed to him as Secretary General of the EAN,
- attend to all official correspondence of the EAN and shall exercise all further duties incident to the office of Secretary General,
- be available via email and stay in direct Contact with the Executive Director and Membership Department (min. 1hr/week),
- be available for 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),
- be available at the EAN Congress for the in person and online meetings,
- be responsible for reviewing the membership applications (approx. 1 hr week) and advising on processing them,
- corporate with the Membership Department on the regular basis, engage into the membership promotional strategy, as well as relations with the National Neurological Societies,
- be the Chairman of the Student task Force and engage into the related matters (min. 8 teleconferences/year, meeting during Congress)
- support the RRFS section with knowledge and experience.

III. TREASURER

1) Additional Criteria:

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

2) Tasks of Treasurer:

- Works closely with the Executive Director and accountants,
- have the care and custody of, and be responsible for all EAN funds,

- be available for 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),
- be available at the EAN Congress for the in person and online meetings,
- be available via email and stay in direct contact with the Executive Director, and Membership Department (required time approx. 2 hrs/month),
- be able to analyse and present to the rest of the Board the financial situation of the EAN

IV. CHAIR SCIENTIFIC COMMITTEE

1) Additional criteria:

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

2) Tasks of Chair Scientific Committee:

- reports to the board on the activities of the committee,
- the role may require an estimated 5-10 hours per week, depending on the proximity to major events, meeting preparations, and specific scientific tasks,
- be available for 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),
- be available at the EAN Congress for the in person and online meetings,
- provide leadership of the to the Scientific Committee,
- oversee the development and execution of the committee's strategic goals and objectives as well as those of the Scientific and Coordinating Panels,
- oversee and contribute to the development and review of guidelines within the Guideline Production Group as its member,
- supervise and coordinate the work of task forces and research projects initiated by EAN,
- establish and maintain collaborative efforts with the European Journal of Neurology Editor-in-chief to enhance scientific publications and dissemination,
- strategically engage with and explore opportunities for EU funding schemes to support the Scientific Committee's initiatives and projects,
- foster and manage collaborations with the European Medicines Agency to facilitate communication and collaboration on relevant matters,
- Cultivate and strengthen relationships with partner societies to promote collaborative efforts and shared initiatives,

- Act as a crucial link and liaison between the Board and the Scientific and Coordinating Panels, ensuring effective communication and alignment of goals.
- Participate to the Programme Committee as its member.

V. CHAIR COMMUNICATIONS COMMITTEE

1) Additional criteria:

- Experience in communication, public relations, or related fields is desired.
- Previous leadership experience in committee or team management.
- Strong communication, organizational, and interpersonal skills.

2) Tasks of Chair Communications Committee:

- be available for 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),
- The role may require an estimated 5-10 hours per week, depending on the proximity to major events, meeting preparations, and specific advocacy or communication tasks,
- be available at the EAN Congress for the in person and online meetings,
- Provide the EAN Board with advice on communication strategies.
- Oversee the Communication Committee, ensuring it reflects EAN's diverse, scientific & clinical membership with balanced geographic and gender representation.
- Lead the selection of committee members, including the EAN website and EANpages editors, from open applications, and present candidates to the board for approval.
- Provide advice on advocacy matters as part of the Strategic European Affairs Team and support groups on European affairs and advocacy, with strategy set at the presidential level.
- 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.
- Working 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

VI. CHAIR EDUCATION COMMITTEE

1) Additional criteria:

- track record in neurology education and/or assessment is particularly desirable,
- Experience in Education Committee is desired,
- Previous leadership experience in committee or team management.
- Strong communication, organizational, and interpersonal skills.

2) Tasks of Chair Education Committee:

- be available for 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), and report to the EAN Board on the Committee matters,
- Attending the additional Education Committee meetings (Virtual: 4-5/year, in person: 2/year),
- be available at the EAN Congress for the in person and online meetings,
- The role may require an estimated around 1h per day for EAN related mails and projects (regular email contact is expected (with Board and department head from EAN office)
- Be in good contact with the other Education sub-committee chairs (Teaching course, eLearning, Joint EAN/UEMS Education board) and Task Force chairs,
- provide leadership of the to the Education Committee, oversee the development and execution of the committee's strategic goals and objectives
- when being past Education committee chair, become co-chair of the JEB
- supervise and coordinate the work of task forces and educational projects initiated by EAN
- participate to the Programme Committee as its member

VII. CHAIR PROGRAMME COMMITTEE

1) Additional criteria:

- Experience in Program Committee is desired.
- Previous leadership experience in committee or team management.
- Strong communication, organizational, and interpersonal skills.

2) Tasks of the Chair Programme Committee:

- be available for 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),
- be available at the EAN Congress for the in person and online meetings,
- The role may require an estimated around 1h per day for EAN related mails and projects (regular email contact is expected (with Board and department head from EAN office)
- Report to the EAN Board on the Committee matters,
- Oversee the Programme Committee,
- Attending the additional Programme committee meetings (Virtual: 9-10/year, in person: 1-2/year - Topic Selection and Abstract Selection),