

ROLE AND RESPONSIBILITIES OF BOARD MEMBERS

Board members' term, role and remit

- Board members shall serve for a term of 2 years. With the exception of the President-Elect, President and Past-President, mandates are all renewable according to the specific renewability rules for each of these mandates within the Board of Directors.
- Board members' term of office starts at the close of the General Assembly meeting organised in conjunction with the ESSO Annual Congress.
- Board members are elected on the basis of their personal expertise, availability and willingness to commit and contribute actively to advancing ESSO's mission and vision.
- The Board meets at least 3 times a year, virtually or in person; A physical Board meeting is always organised in conjunction with the ESSO Congress.
- Board decisions are taken by the majority of the votes.
- The Board conducts the affairs of the Society, defines the Society's strategy, monitor the Society's expenditures and the allocation of budget, implements activities that support ESSO's mission in accordance with the powers defined in the Statutes.
- Board members have to report any potential conflict of interest.

Board members' general tasks and responsibilities

- To act as a role model for ESSO by upholding the Society's shared vision, mission and core values;
- To participate in the strategic planning of ESSO and setting of priorities;
- To attend regularly scheduled Board and other meetings as appropriate;
- To attend the ESSO Annual Congress;
- To serve as a liaison person with other organisations or individuals when appropriate;
- To prepare reports and perform other duties as assigned by the President, General Assembly or the Board;
- To keep abreast of ESSO activities;
- To collaborate with other Board members to direct the development of ESSO position papers and key communication messages.

President's term, role and responsibilities

- The President is elected for a term of 2 years and is not eligible for re-election in the same post.
- Upon completion of his/her term, the President shall serve for 2 further years on the Board as immediate Past-President.
- The President has the following tasks and responsibilities:
 - Holding ownership of the development and implementation of the Society's strategy and setting priorities in consultation with the President-Elect and the Past-President;
 - Holding ownership of the financial planning process of the Society with the assistance of the Treasurer;
 - Creating a purposeful agenda for the meetings of the Board of Directors, the Executive Committee and the Nominating Committee, in collaboration with the Chief Operating Officer;
 - Presiding the meetings of the General Assembly, the Board of Directors, the Executive Committee and the Nominating Committee;
 - Chairing the ESSO Annual Congress;
 - Acting as a conciliator when differences of opinion occur, both within the Association and vis-à-vis third parties;
 - Authenticating, by his/her signature, when necessary, all acts, orders and proceedings of the governing bodies;
 - Acting as ESSO principal representative to the external world and develop strategic collaborative relationships with key external organisations (including representing ESSO in other organisations and on key committees at the international level and on ceremonial occasions in which a specific representative is not otherwise specified);
 - Collaborating with ESSO governing bodies in defining, developing or directing the position of ESSO on significant issues;
- The President may delegate any task to other Board members as the case may be.
- The President has the casting vote in the event of a tied vote on the Board of Directors or the Committees he/she is presiding.
- The President works closely with the Chief Operating Officer.

President-Elect's term, role and responsibilities

- The President-Elect shall serve for 2 years and is not eligible for re-election in the same post.
- The President-Elect shall prepare to assume the office of the Board chair and assist the President in all his/her prerogatives; he/she shall hold ownership, alongside the President, of the strategy development and implementation as well as financial planning process of ESSO (with the assistance of the Treasurer).
- The President-Elect performs all of the duties of the President in his/her absence or incapacity.
- The President-Elect works closely with the President to co-ordinate the work of the Society in order to assume leadership and provide continuity.
- The President-Elect is a member of the Board of Directors, the Executive Committee and of the Nominating Committee.
- The President-Elect shall act as Congress Programme Chair.
- The President-Elect works in collaboration with the Chief Operating Officer of ESSO.

Past-President's role & responsibilities

- The Past-President shall hold office for 2 years after having served as President.
- The Past-President shall assist the President and the President-Elect in all their prerogatives and hold ownership, alongside them, of the strategy development and implementation as well as financial planning process of the Association (with the assistance of the Treasurer).
- The Past-President shall work closely with the President and President-Elect in order to provide continuity in the Society's growth and strategic views.
- The Past-President shall replace the President and the President-Elect in their absence or incapacity.
- The Past-President is a member of the Board of Directors, the Executive Committee and of the Nominating Committee.
- The Past-President works in cooperation with the Chief Operating Officer of ESSO.

Secretary's Role & Responsibilities

- The Secretary shall serve for a term of 2 years 3 times renewable.
- The Secretary has the following responsibilities:
 - Being the representative of the Association within the European Journal of Surgical Oncology (hereafter "EJSO") Advisory Board;
 - The admission of new Members, in cooperation with the Chief Operating Officer;
 - Being the representative of the Board of Directors within the Nominating Committee;
 - Chairing the National Societies Committee;
 - Developing and strengthening relationships with national surgical and surgical oncology societies across Europe and beyond, with the aim of fostering collaboration and expanding the Association's membership base;
 - Promoting the value and benefits of membership within the Association and supporting initiatives to recruit and retain individual members and affiliated national societies;
 - Ensuring regular dialogue with affiliated national societies to understand their priorities, challenges, and expectations, and to facilitate their active engagement within the Association;
 - Supporting the identification of opportunities for collaboration, joint educational activities, advocacy initiatives, and scientific exchange with national societies to strengthen the Association's European network.
- The Secretary is a member of the Board of Directors and of the Executive Committee.
- The Secretary chairs the National Societies' Committee.

Deputy Secretary's Role & Responsibilities

The General Assembly may appoint a Deputy Secretary amongst the Directors upon nomination by the Nominating Committee.

- The Deputy Secretary shall serve for a term of 2 years, once renewable, as the case may be.
- As a general rule, the Deputy Secretary shall assist the Secretary in all his/her prerogatives and replace the Secretary in his/her absence.

Treasurer's role and responsibilities

- The Treasurer shall serve for a term of 2 years 3 times renewable.
- The Treasurer is responsible for the financial administration of the Society and hence, has the following specific tasks and responsibilities:
 - Overseeing the financial affairs of the Association and report in this respect to the Board of Directors;
 - Following-up on the work of the Chief Operating Officer and holding ownership of the financial monitoring and control processes within the Association;
 - Assisting with the financial planning process of the Association;
 - Consulting with the Chief Operating Officer on the draft annual working plan, the draft annual accounts and the draft budget, that must be submitted to the Board of Directors for finalisation and approval;
 - Presenting the annual financial report covering the calendar year (from January 1 to December 31), to the Board and to the General Assembly for their approval;
 - Presenting the annual budget for the activities of the Society, to be submitted to the approval of the Board and General Assembly;
 - Monitoring the financial state of the Society and advise the Board accordingly;
 - Authorising payment for transactions outside the scope of daily management that binds the Association;
 - In accordance with the decisions or delegations of the Board of Directors, being consulted in all important investment decisions of the Association and any other financial decisions.
- The Treasurer is a member of the Board of Directors and of the Executive Committee.
- The Treasurer works in cooperation with the Chief Operating Officer of ESSO.

Deputy Treasurer's role and responsibilities

The General Assembly may appoint a Deputy Treasurer amongst the Directors upon nomination by the Nominating Committee.

- The Deputy Treasurer shall serve for a term of 2 years, once renewable, as the case may be.
- As a general rule, the Deputy Secretary shall assist the Secretary in all his/her prerogatives and replace the Secretary in his/her absence.

Education & Training Committee (ETC) Chair's Role & Responsibilities

- The Education & Training Committee Chair shall serve for a term of 2 years, once renewable.
- The ETC Chair is the liaison between the ETC and the ESSO Board.
- The ETC Chair reports back to the ESSO Board on ETC activities and submits for assessment and approval any new educational strategic initiative.
- The ETC Chair shall work with the support of the ETC Co-Chair, the ETC Working Groups and the Education Manager.
- The ETC Chair shall ensure that the Education & Training Committee's goals and objectives remain in line with the ESSO's mission and vision and that its activities respect the overall strategy defined by the ESSO Board of Directors.
- The ETC Chair presides the meetings of the ETC Working Group representatives (at least 3 times a year, virtual or in-person). An in-person meeting is usually organised in conjunction with the ESSO Annual Congress.
- The ETC Chair shall guarantee the correct coordination of the ETC Working Groups' activities.
- The ETC Chair shall ensure that the responsibilities of the ETC Working Groups are met:
 - Design a 1-year educational programme for the sub-specialty (webinars, courses, case studies, etc) considering financial implications and cost-effectiveness;
 - Design the content of a training programme in line with the ESSO Core Curriculum and matching ESSO members' educational needs and update requisites, bringing in novelties and covering topics of the EBSQ examination in Surgical Oncology, along with the experts/speakers to be involved;
 - Evaluate yearly feedback and quality measures of activities;
 - Build and/or reinforce educational links with peers and affiliated societies (e.g. joint courses);
 - Facilitate sponsorship of educational activities;
 - Assist the Congress Committee with abstract marking, best poster selection when and if relevant;
 - Update Curriculum section related to their sub-specialty;
- The ETC Chair shall be a member of the ESSO Congress Committee.

YOUNG ESSO Chair's Role & Responsibilities

The term of office of the Young ESSO (Y-ESSO) Chair is 2 years. The Past-Chair remains on the Y-ESSO Steering Committee for 1 year in order to support the incoming Chair and provide continuity.

Y-ESSO Steering Committee Chair shall assist the Board of Directors and the other Committees in developing new avenues for surgical oncology and facilitate networking among young surgeons with an interest in oncology.

Specific responsibilities include:

- The Y-ESSO Chair shall attend regularly scheduled Board and other meetings as appropriate.
- The Y-ESSO Chair shall ensure that the Y-ESSO Steering Committee's goals and objectives remain in line with the ESSO's mission and vision. Furthermore, the Y-ESSO Chair will keep the Steering Committee informed of the strategic direction of the Society as defined by the ESSO Board and ensure that Y-ESSO activities and initiatives align accordingly.
- The Y-ESSO Chair shall report back to the ESSO Board on Y-ESSO activities and seek Board's approval on any new initiative.
- The Y-ESSO Chair shall preside the Y-ESSO Steering Committee meetings and meetings of the Y-ESSO national representatives. There will be at least one in-person meeting each year during the ESSO Annual Congress to facilitate team interaction and strategic developments. Additional meetings will take place virtually as deemed appropriate.
- The Y-ESSO Chair will ensure that the core responsibilities of the Y-ESSO Steering Committee are met:
 - To facilitate networking between young surgeons interested in surgical oncology;
 - To support junior surgeons in academic surgical oncology;
 - To improve surgical oncology training throughout Europe;
 - To facilitate active transfer of knowledge and young surgeons between institutes;
 - To provide feedback from educational events;
 - To develop new avenues for surgical oncology.
- The Y-ESSO Chair shall be a member of the ESSO Congress Committee.
- The Y-ESSO Chair shall work in cooperation with the ESSO staff and Chief Operating Officer.

Ordinary Directors' Role & Responsibilities

Besides the Board members' general tasks and responsibilities, Ordinary Directors may be invited to hold specific responsibilities and Chair positions in one or several of the following areas:

- Advocacy
- International Partnerships
- Science & Research
- Relations with Industry
- Communication
- Examination/Certification
- Accreditation of Centres of Excellence
- Diversity, Equity and Inclusiveness

Ordinary Directors shall serve for a 2 years term, twice renewable.

The Ordinary Directors holding a Chair position shall always act under the responsibility of the Board of Directors and shall periodically report to Board of Directors on their activities, and/or at the request of the Board of Directors.

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