



EHRA E-Communication Committee (Under the EHRA Advocacy Pillar)

1. Mission:

To optimise the communication of EHRA and its mission to members, non-members, healthcare providers and patients and to recognise the leading position and source of information for heart rhythm disorders in Europe.

2. Objectives:

1. To provide high quality, informative and interesting content for the website and to increase the number of visitors to EHRA webpages
2. To promote EHRA as a recognised leading source of information to healthcare providers, patients and industry partners
3. To develop activities in the field of EHRA related Apps and Software
4. To stimulate education by a diversity of e-learning modalities

3. Job Description

CHAIRMAN'S JOB DESCRIPTION anticipated time: 1 hour/week

- Defines the E-Communication Committee objectives in line with EHRA and ESC's strategic plans.
- Sits at the EHRA Board, reports decision from the Board and feeds back information from the Committee
- Provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking
- Maintains confidentiality as appropriate
- Communicates expectations regarding Committee members' input and monitors their performance.
- Looks to improve the EHRA's visibility on the web (via ESC website + EHRA dedicated website for patients)
- Acts as an EHRA Ambassador: promotes EHRA educational activities, science and membership
- Suggests scientific content for the various communication channels (quarterly newsletter, bulletins, activity reports..)
- Schedules, chairs and prepares agendas of Committee meetings (in person and by phone/web conference)
- Prepares reports and presentations for the EHRA Executive Board and addresses all its requests about other EHRA activities
- Reviews minutes and approves final work products and formal communication
- Responds to email notifications and solicitations in a timely manner (within 72 hours)





COMMITTEE MEMBER'S JOB DESCRIPTION: anticipated time: 30 min/week

- Reports to the Chairman
- Helps the Chair to define the EHRA E-Communication Committee objectives in line with EHRA and ESC's strategic plans.
- Maintains confidentiality as appropriate
- Works collaboratively with the Chair and also ESC/EHRA staff to achieve the Committee's goals and objectives
- Delivers assigned tasks within the predefined timelines
- Volunteers for special assignments or tasks when able to
- Responds to email notifications and solicitations in a timely manner (within 72 hours)
- Acts as an EHRA Ambassador: Promotes EHRA educational activities, science and membership - improves visibility

If absent from 2 consecutive Committee meetings or if 3 deadlines are missed, without any prior notice, the member needs to report to the Chair whether to remain or leave the Committee related to time constraints.