

EHRA Young EP (YEP) Committee

1. Committee

Tom de Potter (Belgium), Chair
Valentina Kutiyifa (Hungary), Co-Chair
Elena Arbelo (Spain)
Andreas Metzner (Germany)
Jedrzej Kosiuk (Germany)
Sergey Barsamyan (Armenia)

2. Mission

To facilitate, enhance and accelerate the development of early career electrophysiologists. Our goal is to promote the work of our members, and create a global network within the scientific EP community to assist with non-clinical professional training needs.

3. Objectives

- a) Create a framework for exchange visits between centres
- b) Create an E-platform/social media
- c) Organisation of Young Summit one day before the EHRA Summit 2016
- d) Support non-clinical training needs such as presentation/negotiation skills
- e) Cases sessions during CARDIOSTIM EHRA EUROPACE & EHRA EUROPACE CARDIOSTIM

4. Job Descriptions

CHAIRMAN ´S JOB DESCRIPTION (anticipated time: 2-4 hours per week)

- Establish annual objectives, work plans, timelines
- Monitor activities, deadlines to ensure timely completion of high quality, cost effective work products
- Ensure members´ compliance with the EHRA financial and conflict of interest policies, including regularly reviewing members´ disclosures and planning appropriately.
- Schedule meetings.
- Develop meeting agendas.
- Prepare for meeting dynamics, especially complex or controversial issues.
- Report activities and recommendations to the appropriate entity or entities, as designated in the charge.
- Set and communicate expectations about volunteer performance.
- Set challenges and delegate tasks to members and encourage quality participation.
- Respond to email notifications and solicitations in a timely manner.
- Maintain the confidentiality of deliberations and materials.
- Approve final work products and formal communications.

CO-CHAIR´S JOB DESCRIPTION

Work collaboratively with the Chairman to:

To improve the quality of life of the European population by reducing the impact of cardiac arrhythmias and reduce sudden cardiac death.

- Establish annual objectives, work plans, timelines
- Develop meeting agendas.
- Prepare for meeting dynamics, especially complex or controversial issues.
- Preside over meetings and teleconferences, in the absence of the chair.
- Respond to email notifications and solicitations in a timely manner.
- Maintain the confidentiality of committee materials and deliberations.
- Other duties as assigned by the chair.

COMMITTEE MEMBERS' JOB DESCRIPTION (1 – 2 hours per week)

- Work collaboratively with the Chairman and also staff from the Heart House to achieve the committee's goals and objectives.
- Participate actively and constructively in all committee meetings, including contributing to committee deliberations by being familiar with distributed materials.
- Respond to email notifications and solicitations in a timely manner.
- Maintain the confidentiality of deliberations and materials.
- Contribute to the timely completion of committee products and deliverables, including meeting HH staff and committee deadlines.
- Volunteer for special assignments or tasks when able.
- Participate in discussions, meetings/calls and/or voting as appropriate.