



EHRA National Cardiac Societies Committee (NCS)

1. Mission

The Committee's mission is to promote EHRA and its activities, committees, and initiatives among professionals involved in diagnosis and care of patients with arrhythmias and to increase EHRA membership in ESC member countries. Furthermore, the Committee serves as the main link between EP National Cardiac Societies (EP NCS), EP Working Groups (EP WG) and EHRA.

2. Objectives

- To bolster and nurture relations between EHRA and EP NCS/WG/Associations, as well as monitor their expectations to facilitate collaboration
- To improve EHRA's visibility in all EP NCS /WG/ Associations in order to increase EHRA membership and involvement in EHRA activities
- To implement actions and procedures which lead to dissemination of objective and up-to-date medical knowledge such as joint sessions on EP NCS/WG/Associations' events or EHRA endorsed courses in national languages
- To encourage networking and cooperation between EHRA and NCS/WG/Associations by organizing the EHRA Summit and regular meetings (at least once a year at EHRA Congress)
- To promote attendance at the annual EHRA Congress
- To gather and exchange data on NCS/WG/Associations and EHRA members within and between ESC member countries, as well as to collect EHRA membership data and EP professional activities data (interventions, certification, etc.) from all ESC member countries

3. Job Descriptions

CHAIRMAN'S JOB DESCRIPTION [anticipated time: 2 hours/week]

- Defines the EHRA National Cardiac Societies Committee's strategic plan in line with EHRA and ESC's strategic plans
- Sits at the EHRA Full Board and shares information from the Committee to the Board and reports back to the Committee
- Establishes annual objectives, work plans, timelines of the Committee in alignment with the ESC and EHRA Board's strategic plans and priorities



- Is informed on the EHRA Strategic Plan, annual organizational priorities and the workload of other Committees
- Suggests the members of the National Cardiac Societies Committee (NCS)
- Maintains a direct communication channel between EP NCS/WG/Associations and EHRA for exchange of crucial or most pressing information
- Cooperates with Chairs of other Committees in order to facilitate/promote collaboration with EP NCS/WG/Associations and pass the message about their expectations or needs
- Guides the Committee members in their work, defines objectives, delegates tasks and motivates collaborative efforts
- Monitors activities and deadlines to ensure timely completion of high quality, cost-effective work products
- Schedules meetings and develops meeting agendas, as well as prepares for meeting dynamics, especially complex or controversial issues
- Reports activities and recommendations to the appropriate entity or entities in the EHRA Board
- Reviews minutes of the NCS committee meetings in collaboration with the EHRA staff
- Responds to email notifications and solicitations in a timely manner
- Maintains the confidentiality of deliberations and materials
- Approves final work products and formal communications
- Organises the EHRA Summit
- Organises dedicated meeting for the Heads of EP NCS/WG/Associations at the EHRA Congress
- Enhances EHRA's visibility in his/her country and involves his/her networks when possible
- Represents EHRA at other national congresses

CO-CHAIR'S JOB DESCRIPTION [anticipated time: 2 hours/week]

- Participates in defining with the Chair the Committee's strategic plan and annual objectives, in line with the ESC and EHRA Strategic plans.



- Sits at the EHRA Board in the absence of the Chair, represents the committee and reports to and back from the Board and participates in other relevant meetings
- Works in collaboration with the Chair to:
 - Establish annual objectives, work plans, timelines
 - Develop meeting agendas
 - Prepare for meeting dynamics, especially complex or controversial issues
 - Organise the EHRA Summit
 - Motivate and involve EP NCS/WG/Associations and committee members in attending EHRA Congress
 - Improve collaboration with the Young EP committee and enhance contribution of younger EPs in EHRA's work
- Maintains the confidentiality of committee materials and deliberations
- Enhances EHRA's visibility in his/her country and involves his/her networks when possible
- Represents EHRA at other national congresses
- Carries out other committee related duties as assigned by the Chair
- Responds to email notifications and solicitations in a timely manner

COMMITTEE MEMBERS' JOB DESCRIPTION [anticipated time: 1 hour/week]

- Works collaboratively with the Chairman, co-Chairman and ESC/EHRA staff to achieve the committee's goals and objectives
- Participates actively and constructively in all committee meetings, including contributing to committee deliberations by being familiar with distributed materials
- Contributes to the timely completion of committee products and deliverables, including meeting ESC/EHRA staff and committee deadlines
- Volunteer for special assignments or tasks when able to
- Participates in discussions, meetings/calls and/or voting as appropriate
- Maintains the confidentiality of committee materials and deliberations
- Enhances EHRA's visibility in his/her country and involves his/her networks and his/her EP NCS/WG when this applies and/or is feasible, including involving young EPs



EHRA
European Heart
Rhythm Association

- Motivates his/her colleagues to attend EHRA Congress
- Represents EHRA at other national congresses
- Responds to email notifications and solicitations in a timely manner

If absent from 2 consecutive committee meetings, or less than 50% of all annual meetings, without any prior notification, the member needs to report to the Chair whether to remain or leave the committee related to time constraints.