



EHRA International Affairs

1. Mission

To better achieve the goal of reducing sudden cardiac death by limiting the impact of heart rhythm disturbances, EHRA has developed many programs and important relationships with other scientific arrhythmia societies. In the 21st century a scientific society cannot stay alone and needs to build strong connections with other scientific societies outside of its frontiers. Medical, scientific and political exchanges with worldwide colleagues as well as learning from them are the key points for EHRA to increase its strength, its efficacy and its place in the arrhythmia world. EHRA's International Affairs committee has the responsibility of maintaining but also reinforcing the cooperation and the relationships between EHRA and international partner organisations.

2. Objective

To strengthen the relationship and collaboration between EHRA and international arrhythmia societies around the world.

3. Job Descriptions

Chairperson [anticipated time: 2 hours/week]

- Sits at the EHRA full Board
- Seeks and intensifies personal contacts with representatives of the partner societies, especially the Board members, to facilitate and multiply collaborative actions in line with EHRA and ESC's strategic plan:
 - Joint sessions (in collaboration with the EHRA Congress Committee Chair)
 - Joint documents (in collaboration with the EHRA Scientific Documents Committee Chair)
 - Joint training fellowship programme (in collaboration with the EHRA Selection Committee Chair)
 - Joint educational courses (in collaboration with the EHRA Education Pillar Chair)
- Communicates expectations regarding committee members' input and monitors their performance
- Schedules, chairs, and prepares agendas of Committee meetings (in person and by web/phone conference)
- Prepares reports and presentations for the EHRA Executive Board and addresses all its requests





- Promotes collaboration with other EHRA committees
- Promotes EHRA activities and EHRA membership
- Suggests joint sessions and attends congresses to represent EHRA
- Reviews minutes and approves final work products and formal communication
- Responds to email notifications and solicitations in a timely manner
- Maintains confidentiality as appropriate

Co-Chairperson [anticipated time: 1 hour/week]

- Assists the Chairperson in defining the committee's objectives in line with EHRA and ESC's strategic plans and facilitates committee cross-collaboration
- Promotes EHRA activities and EHRA membership
- Suggests joint sessions and attends congresses to represent EHRA
- Replaces the Chairperson at EHRA Board meetings and reports to the Board when the Chairperson cannot be available
- Makes recommendations on work processes and volunteer assignments
- Handles other duties as assigned by the Chairperson
- Responds to email notifications and solicitations in a timely manner
- Maintains confidentiality as appropriate

Committee member [anticipated time: 1 hour/week]

- Works collaboratively with the Chairperson, Co-Chairperson and the ESC/EHRA staff to achieve the Committee's goals and objectives
- Assists in initiating and maintaining relationships thanks to personal links with other sister societies
- Makes suggestion for joint sessions
- Collaborates with other EHRA committees when putting in place joint events/activities (Education, Selection, Certification, Scientific Documents, Scientific Initiatives, Young EP committees, etc.)



- Promotes EHRA activities and EHRA membership within own network and when attending other societies' events
- Participates actively and constructively in all EHRA mHealth and Health Economics and PROM Committee's discussions and meetings (in-person or by web/phone conference), including contributing to Committee deliberations by being familiar with distributed materials and all Committee activities
- 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
- Maintains confidentiality as appropriate

If absent from 2 consecutive Committee meetings, without any prior notice, the member needs to report to the Chairperson whether to remain or leave the Committee related to time constraints.

