



## **EHRA Young EP (YEP) Committee**

### **1. Mission**

To facilitate, enhance and accelerate the development of early career electrophysiologists. To create a global network within the scientific EP (electrophysiology) and CP (cardiac pacing) community to assist with non-clinical professional training needs and learning from peers.

### **2. Objectives**

- To strengthen the network of Young EP Ambassadors within ESC member countries and sister societies
- To create and maintain a platform for Young EP to exchange ideas (social media)
- To organise the EHRA Young Summit
- To carry out programmes and initiatives supporting the Young EP's training needs and career development
- To enhance the participation of Young EP in EHRA congresses (constitution of a Young panelists list and submit cases, sessions)

### **3. Job Descriptions**

#### **CHAIRPERSON'S JOB DESCRIPTION (anticipated time: 2-3 hours/week)**

- Sits at the EHRA Full Board and shares information from the Committee to the Board and reports back to the Committee
- Is informed of the EHRA strategic plan, annual organisational priorities and the workload of other committees
- Suggests the candidates to the Young EP Committee
- Defines the Young EP committee objectives in line with the ESC and EHRA strategic plans.
- Establishes annual objectives, work plans and timelines of the committee in alignment with the ESC and EHRA Board's strategic plans and priorities
- 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 products
- Schedules meetings and develops meeting agendas
- Prepares for meeting dynamics, especially complex or controversial issues
- Reports activities and recommendations to the appropriate entity or entities
- Responds to email notifications and solicitations in a timely manner
- Maintains the confidentiality of deliberations and materials



- Approves final work products and formal communications
- Improves EHRA's visibility in his/her country and involves his/her networks

### **CO-CHAIR'S JOB DESCRIPTION (anticipated time: 2 hours/week)**

Work collaboratively with the Chairperson to:

- Sit at the EHRA full Board and report decisions if the Chair is not available and represent them at any other meetings
- Define the Young EP committee objectives in line with the ESC and EHRA strategic plans
- Improve EHRA's visibility in his/her country and involve his/her networks
- Establish annual objectives, work plans, timelines
- Prepare for meeting dynamics, especially complex or controversial issues
- Chairs meetings and teleconferences, in the absence of the Chair
- Responds to email notifications and solicitations in a timely manner
- Maintains the confidentiality of committee materials and deliberations
- Takes on other committee-related duties as assigned by the Chair

### **COMMITTEE MEMBER'S JOB DESCRIPTION (1.5 hours/week)**

- Works collaboratively with the Chairs and ESC/EHRA staff to achieve the committee's goals and objectives as defined by the ESC and EHRA strategic plans
- Improves visibility of EHRA in his/her country and involves his/her networks
- Participates actively and constructively in all committee meetings, including contributing to committee deliberations by being familiar with distributed materials
- Contributes to committee-related tasks, as assigned by the Chair or Co-chair
- Volunteers for special assignments or tasks when able to
- Responds to email notifications and solicitations in a timely manner
- Maintains the confidentiality of deliberations and materials
- Contributes to the timely completion of committee products and deliverables, including meeting HH staff and committee deadlines
- Participates in discussions, meetings/calls and/or voting as appropriate

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