



EHRA National Cardiac Societies Committee (NCS)
(Under the Membership Pillar)

1. Mission

The committee's mission is to support the programs of the EHRA in all the ESC member countries and promote the EHRA membership.

In addition it aims at fostering the development of Arrhythmology in those countries where the help of the EHRA is needed for advancement and improving access to innovative medical devices across Europe.

2. Objectives

1. To improve visibility of the EHRA in all EP National Cardiac Societies (NCS) / Working Groups (WGs) in order to increase EHRA membership and involvement in EHRA activities, with a special focus on EHRA 2018 Congress
2. To motivate the EP NCS/WGs to attend EHRA 2018 Congress
3. To involve the EP NCS/WGs in the (co-)organization of the EHRA Spring Summit

3. Job Descriptions

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

- Sits at the EHRA Board & shares information from the committee to the Board and reports back to the Committee
- Is informed on the EHRA Strategic Plan, annual organizational priorities and the workload of other committees
- Establishes annual objectives, work plans, timelines of the committee in alignment with the ESC/EHRA Board's strategic plan and priorities
- Monitors activities, and deadlines to ensure timely completion of high quality, cost effective work 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, as designated in the charge.
- Sets challenges and delegates tasks to members and encourages quality participation
- Reviews minutes of 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.
- Organizes the EHRA summit
- Enhances EHRA Visibility in his/her country and involve his/her networks when possible.
- As EHRA Membership Pillar Chair: oversee the activities of the EHRA Young EP Committee and International Affairs (+ 2 hours/month)

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

- Participates in defining with the Chair the Committee's Strategic Plan and annual objectives
- 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
 - Organize the EHRA summit together with the chair
 - Motivate and involve EP NCS:WG and committee members in attending EHRA 2018 Congress
 - Improve collaboration with the Young EP committee and enhance contribution of younger EPs in EHRA work
- Maintains the confidentiality of committee materials and deliberations
- Other duties as assigned by the Chair
- Respond to email notifications and solicitations in a timely manner
- Enhances EHRA Visibility in his/her country and involve his/her networks when possible

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

- Work collaboratively with the Chairman, co-Chairman and Heart House (HH) staff 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
- 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
- Maintain the confidentiality of committee materials and deliberations



- Enhances EHRA Visibility in his/her country and involves his/her networks when possible, including involving young EPs
- Motivates his/her colleagues to attend EHRA 2018 Congress
- Respond to email notifications and solicitations in a timely manner

If absent from 2 consecutive committee meetings, the member needs to report to the Chair whether to remain or leave the committee related to time constraints.

