



EHRA Young EP (YEP) Committee

(under the EHRA Membership Pillar)

1. 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.

2. Objectives

1. Strengthen the network of Ambassadors
2. Create an E-platform/social media
3. Organisation of Young Summit one day before the EHRA Summit 2018
4. Support non-clinical training needs such as presentation/negotiation skills
5. Cases sessions during EHRA congresses

3. Job Descriptions

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

- Sit at the EHRA full Board and report decisions from the Board and information from the committee
- Report to the EHRA membership pillar chair
- Define the Young EP committee objectives in line with the ESC/EHRA strategic plan.
- Improve visibility of EHRA in its country and involve his/her networks
- 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:

- Sit at the EHRA full Board and report decisions if the chair is not available and represent him at any other meetings
- Define the Young EP committee objectives in line with the ESC/EHRA strategic plan
- Improve visibility of EHRA in its country and involve his/her networks
- 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 as defined by the ESC/EHRA strategic plan
- Improve visibility of EHRA in its country and involve his/her networks
- 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

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.

