

## **Job description for: Member Scientific Committee EFSHT**

**Job title:** Member Scientific Committee EFSHT

**Substitute:** none

**Main purpose of the SC:** The purpose of the Scientific Committee of the EFSHT is to guarantee a sound scientific level of the EFSHT congress which takes place every three years. This is achieved by reviewing the submitted abstracts and selecting those abstracts which fulfill the scientific standards set by the SC. It further includes assisting the local organizing committee of the triennial congress to find appropriate congress topics and offer support when looking for keynote speakers, invited speakers, workshop organizers, etc.

The SC further advises the members of the Executive Committee (ExCom) of the EFSHT in terms of scientific topics/concerns/requests. It acts as a background consultant of the ExCom which represents the members of the EFSHT.

**Main purpose of the job:** To revise abstracts and support the host society of the upcoming EFSHT congress every three years.

**Duties include:**

Duties are shared between members depending on the work in progress. The member has to inform the Chair and the other members of the SC about the progress of the work on a regular basis. The member must meet deadlines or inform previously of difficulties to meet them. The committee meets once a year preferable at the same time and place where the Council Meeting of the ExCom EFSHT will take place to draft documents and set aims and objectives for EFSHT. At this meeting duties are allocated for the coming year depending on individual member skills and interests. Following this, work is done using E-mail in English and via video calling (e.g. Skype) if needed. A face to face meeting with the ExCom EFSHT will be held every three years during the EFSHT congress.

**Financial Competences:** none.

**Authority to sign:** none.

**Professional Secrecy:** The office holder is bound to professional discretion regarding information about people, data and procedures.

**Compensation:** This job is on a voluntary basis. Business expenses such as travelling costs or congress fees for personal meetings with the SC / ExCom are refunded based on the reimbursement regulations and kept within the limits of the annual budget.

**Requirements:**

The candidate has to be a team player and must be able to communicate well in English both written and oral. It is also essential that the candidate is able to function well on the internet (email, skype). Having knowledge in scientific work is preferable (e.g. participating in or leading research projects, participating in writing publications or holding a professorship).

**Formal information:**

This Job description has been finalized in February 2015. It has to be re-assessed at the latest by December 2016 to adapt possible changes.

**Signature**

**Office holder**

**President EFSHT**