



EHRA EDUCATION COMMITTEE

JOB DESCRIPTION

1. Mission

To provide high quality Education in cardiac rhythm disorders in ESC member countries through structured educational activities and other related initiatives.

2. Objectives

1. To further develop educational activities based on the existing framework
2. To suit the needs and expectation of the EP community
3. To export EHRA courses to ESC member country regions and beyond.
4. To further develop the e-learning portfolio
5. To maintain the collaboration with industry partners and education managers
6. To collaborate with Maastricht University

3. Job descriptions

CHAIRMAN'S JOB DESCRIPTION (estimated time commitment: 1 hour/day)

- Defines the EHRA Education Committee objectives in line with EHRA and ESC's strategic plans
- Sits at the EHRA Board, reports decisions from the Board and feedbacks information from the Committee
- Provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking
- Works in close collaboration with the National Cardiac Societies committee chair (ie ensure that information regarding all educational activities for the term is communicated before the start of each new year and to have some participation of local national societies representative in onsite activities whenever this would be possible)
- Maintains confidentiality as appropriate
- Communicates expectations regarding Committee members' input and monitors their performance
- Monitors activities, including quality, deadlines and budget and is accountable for results
- Schedules, chairs and prepares agendas of Committee meetings (in person and by phone/web conference)
- Prepares reports and presentations for the EHRA Executive Board and addresses all its requests about other EHRA activities





EHRA

European Heart
Rhythm Association

- Reviews minutes and approves final work products and formal communication
- Responds to email notifications and solicitations in a timely manner (within 72 hours)
- Supervises communication and problem solving of queries from the educational activities' participants and faculty
- Plan annually educational courses activities (course directors selection and course location) and webinars (topics, learning objectives and need assessments)
- Coordinates collaboration with ESC Education committee

CO-CHAIR'S JOB DESCRIPTION (estimated time commitment: 2 hours/week)

- Reports to the Chair
- Replaces the Chair at EHRA Board and any other Committee meetings if needed
- Helps the Chair to define the EHRA Education Committee objectives in line with EHRA and ESC's strategic plans
- Improves EHRA's visibility in his/her own country and involves his/her networks
- Establishes annual objectives, work plans, timelines
- Maintains confidentiality as appropriate
- Makes recommendations on work processes and volunteer assignments
- Responds to email notifications and solicitations in a timely manner (within 72 hours)
- Handles other duties as assigned by the Chair

COMMITTEE MEMBER'S JOB DESCRIPTION (estimated time commitment: 1 hour/week)

- Works collaboratively with the Chairman and Co-Chairman and also the ESC/EHRA staff to achieve the Committee's goals and objectives
- Participates actively and constructively in all Committee meetings (in-person or by phone/web conference), including contributing to Committee deliberations by being familiar with distributed materials and all activities of the Committee
- Delivers assigned tasks within the predefined timelines
- Maintains the confidentiality of deliberations and materials
- Contributes to the timely completion of Committee products and deliverables, including meeting ESC/EHRA staff and Committee deadlines
- Volunteers for special assignments or tasks when able to
- Improves the visibility of EHRA activities in his/her own country and involves his/her networks
- Responds to email notifications and solicitations in a timely manner (within 72 hours)

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