



EHRA Cardiogenetic Committee (ECGen)

JOB DESCRIPTION

1. Mission: Genetically transmitted arrhythmogenic diseases, both channelopathies and cardiomyopathies, represent a leading cause of sudden cardiac death in the young and a relevant cause of both supraventricular and ventricular arrhythmias. Therefore, these patients are inevitably candidates for electrophysiological procedures and device implantation, but have characteristics that are vital for the physician to know to avoid therapeutic mismanagement. A great advance in the understanding of these diseases has occurred over the last 30 years with the identification of the first disease-causing genes, the development of gene-specific risk stratification and therapies and the advent of the first clinical trials of gene therapy. The main mission of the EHRA ECGen committee will be to improve knowledge in the field of inherited arrhythmogenic conditions among both physicians and patients addressing education, training, patient pathways, guidelines and research.

2. Objectives

- Develop and harmonise patient pathways and consensus for clinical and genetic management of patients with inherited channelopathies and cardiomyopathies on behalf of EHRA and in collaboration with other European and international stakeholders
- Collaborating with and supporting other EHRA committees to provide education, foster research and promote advocacy in the field of genetic cardiac arrhythmias
- Provide a framework for delivering education and training in the genetic arrhythmia field to European doctors and allied professionals
- Provide a platform for interaction with national and European patient interest groups
- Promote collaboration of members to generate trials, registries and surveys to foster research and clinical excellence in the field as well as interact with other stakeholders where objectives are shared
- Collaborate with the ESC Working Group for Myocardial and Pericardial Diseases, the Association for European Cardiovascular Pathology, the European Society of Human Genetics, the ESC Council for Cardiovascular Genomics and the European Reference network ERN-GUARD Heart





3. Job descriptions

CHAIRMAN'S JOB DESCRIPTION

- Defines the EHRA ECGen Committee objectives in line with EHRA and ESC's strategic plans
- Sits at the EHRA Board, reports decisions from the Board and feeds back information from the Committee
- Provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking
- 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
- Reviews minutes and approves final work products and formal communication
- Responds to email notifications and solicitations in a timely manner (within 72 hours)
- Coordinates collaboration with other EHRA committees
- Reports to the Executive Board

CO-CHAIR'S JOB DESCRIPTION

- Reports to the Chair
- Replaces the Chair at EHRA Board and any other Committee meetings if needed
- Helps the Chair define the ECGen 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

- Works collaboratively with the Chairman and Co-Chairman and also the ESC/EHRA staff to achieve the Committee's goals and objectives



EHRA

European Heart
Rhythm Association

- 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 they wish to remain or leave the Committee due to time constraints.

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