

EUSPR Board member roles and responsibilities

Version 2; revised as agreed in discussion at the Board meeting, Győr, Hungary, April 2015

Board members

The EUSPR Board member is an elected representative of the membership, and may have a specific area of responsibility as an Officer of the Board as well as being a Board member (e.g. President, President-Elect, Past-President, Secretary, Treasurer, Early Career Scientist Lead). Board members are typically elected for a 3-year mandate which begins with the Society meeting at which they are elected. Candidates for Board member must be nominated in advance via the official nomination form. Voting is typically accomplished prior to the Society meeting.

A Board member volunteers their time and energy to the EUSPR in exchange for the right (and duty) to participate actively in decision-making processes related to the EUSPR. She or he works with the committees and working groups of the EUSPR. The role of the Board member is not a passive one!

Prior to accepting the nomination as a Board member, the candidate needs to be aware of and accept the following responsibilities. An EUSPR Board member is expected to:

- Attend Board meetings held at the annual EUSPR conference and at other times during the year (often telephone conference meetings).
- Prepare for these meetings by critical reading of documents received relative to the EUSPR and its activities; it may also be necessary to respond to correspondence between meetings.
- Participate actively in discussions and the decision-making process during the Board meetings.
- Accept tasks such as involvement in technical and ad hoc committees or liaison roles (eg with national societies) which promote the EUSPR with its scientific and educational roles.
- Support the work of the Conference technical committee by contributing suggestions for scientific content of the Annual Conference, as well as candidatures for President and other specific roles, Board members, and the Society prizes and awards.
- Actively solicit from EUSPR members and potential members suggestions and criticism and transmit them to the Secretary, President or other responsible person.
- Contribute to the success of the Annual Conference by publicising, contributing and stimulating the contribution of high quality abstracts and papers.

There is normally no financial remuneration from EUSPR for either participation in meetings or for travel.

Officers of the Board

President: The President is the senior officer of the Board and Society, and is responsible for calling and chairing meetings of the Board and the membership. The President is also responsible for supporting the Board and Society to set and monitor strategic objectives for the Society.

President-Elect: Responsibilities include organising and overseeing Board elections, and supporting and deputising for the President as needed.

Past-President: Responsible for ensuring a smooth transition between Presidents, and facilitating Board continuity from year to year. The Past-President will also have oversight of Society awards and prizes.

Secretary: Responsible for overseeing Board governance responsibilities, including compliance with reporting requirements according to the local laws at the seat of the Society. Also responsible for oversight of the Society membership registration process.

Treasurer: Responsible for monitoring, oversight and reporting of the financial status of the Society, including accounts and compliance with any audit requirements.

Early Career Scientist Lead: Responsible for representing and advocating for the interests of early career prevention scientists. Takes a lead on organising and overseeing events and initiatives for early career scientists.

Specific responsibilities listed above may, from time to time, be delegated to other Board members at the Board's discretion.

Supervisory Board

Supervisory Board members are responsible for auditing the performance of the Board and Society on a regular basis according to the statute. In addition, they act as consultants to the Board and are invited to join all Board meetings to offer advice and guidance, and to work towards furthering the objectives of the Society.

Advisors to the Board

The Board can appoint advisors to the Board to support particular activities and priorities. Board advisors will normally be appointed for a one-year term, which can be renewed on a rolling basis if required. Advisors will be invited to attend Board meetings where the agenda and discussion is relevant to their expertise and where their input is required.