

Chairman of the EU-ACME Office

Position Description and Requested Qualifications

The EAU represents the leading authority within Europe on urological practice, research and education. Over 16,000 medical professionals have joined its ranks and help to create forward-looking solutions for continuous improvement, professional growth and knowledge sharing. The EAU delivers training, stimulates research and broadcasts information. The EAU's scientific publications encourage discussion and its expert recommendations guide urologists in their every-day practice.

The aims and objectives of the Association are:

- *to act as the representative body for European urologists and facilitate the continued development of urology and all its superspecialities;*
- *to foster the highest standards of urological care throughout Europe;*
- *to encourage urological research and enable the broadcasting of its results;*
- *to promote contributions to the medical and scientific literature by its members;*
- *to promote European urological achievements worldwide;*
- *to establish standards for training and European urological practice;*
- *to contribute to the determination of European urological health care policies;*
- *to disseminate high quality urological information to patients and public.*

The EU-ACME Office is responsible for the continuing medical education.

The EU-ACME Office will be composed of 1 chairman and a minimum of 5 members from both EAU and EBU.

Any of the Executive Committee members may serve as an ex officio member of this office at present there are 3 committee members from the EAU and 3 from EBU plus the chairman.

Any Office can at any time be assisted by a variable number of "Invited Experts".

If a member of any office or committee fails to attend meetings on a regular basis without the agreement of the chairman or does not reply within a reasonable period of time to the request of the chairman, he can be asked to resign after a decision of the chairman.

Should a chairman of an office fail to meet the responsibilities which, within reason, are inherent to this chairmanship, the Executive Committee is entitled to request his/her resignation.

A member of the Executive Committee can take over the chairmanship, temporarily - or until the expiration of the term of the chairman in question.

The chairman shall serve a four (4) years term, once renewable.

For practical programme execution the office will rely upon the EAU Central Office.

Position Description

- Convenes and presides over the meetings of the office.
- The chairman is a member of the EAU Board.
- Shall report on a regular basis to the EAU Executive Committee and Board of the past and future activities.
- Shall report on a regular basis to the EBU Board of the past and future activities.
- Sends out the convocations of the office meetings.
- The chairman is responsible for the minutes of the office meetings.
- Is responsible for the office's correspondence and archives.
- Holds a list of office members.

- Compiles an annual budget and report of expenditures of the office.
- The chairman represents the EAU on all occasions in national, international and intercontinental organisations.
- The chairman will nominate the EAU members of the respective office but the nominations will have to be approved by the Executive Committee. The EBU representatives will be appointed by EBU.
- The chairman is responsible for the promotion of EU-ACME and CPD as well as the association.

Position Qualifications/Requirements

- Must be EAU Active Member, active in the practice of urology.
- Must be fluent in English (both oral and written) as the official language of the Association is English.
- Should have corporate/board governance experience.
- Knowledge of EAU History (e.g., prior Board of Directors member, Section Officer, or experience on EAU committees, etc.).
- Must be available for frequent communication with members of the Executive, Board and staff via email, phone conference (approximately up to 5 hours per week commitment).
- Must meet travel requirement for EAU and other international meetings (approximately 20 overnight stays per year):
 - Appr. 2 office meetings per year
 - Max. of 2 EAU Board meetings per year
 - Max. of 2 EBU Board meetings per year
 - EAU Annual Congress
 - Other EAU meetings or activities (approximately 5 per year)
 - EAU Lectures worldwide (upon request of national societies)
 - Max. 2 external meetings related to the continuing medical education (I mean here e.g. European CME Forum)
- Should have strong operational skills combined with strategic vision, be dynamic, diplomatic, flexible and able to work under pressure, with impressive communication and language skills as he/she will operate in a multi-cultural environment.
- Must be effective communicator and express enthusiasm/interest in position.
- Must comply with EAU's Disclosure and Conflict of Interest Policy, thereby divesting himself/herself of any governance role, consultant or advisor, paid lecturer or paid attendee with Pharma/Medical Device companies prior to and throughout the term of office for this EAU policy-making position.
- May not serve as Expert Witness (for either plaintiff or defendant) in medical liability cases while a member of the Board of Directors.
- Must understand that all power rests with the full Board, not individual Board members.
- Must comply with applicable laws, regulations, bylaws, policies and Code of Ethics.

Application

Individuals wishing to apply must submit a Curriculum Vitae along with a personal Statement of Interest indicating their understanding of the position and provide a current Disclosure/Conflict of Interest Statement. Please note that a person may not have a significant conflict as determined by the Board and Executive during his/her tenure as chair. These documents should be forwarded to the EAU at snc@uroweb.org to the attention of the Chair of the Search and Nomination Committee – Prof. Chris Chapple by **1 October 2019**.

The EAU Search and Nomination Committee will interview finalists for the position before **the end of December 2019**.

The chair of the EU-ACME Office will be nominated by the SNC. This nomination must be approved by a majority of votes of the eligible members present and voting at the General Assembly in 2020.