



ECCO Committee Member - Outline of Responsibilities

As a Committees Member, you are expected to join forces in the following areas:

- Implementing the Annual Plan of the Committee, which is based on the committee mission and on the committee activities for which the ECCO Governing Board has approved the respective budget
- Safeguarding ECCO rules and SOPs which are in place in order to make the organisation run smoothly
- Prioritising projects and keeping them within capacities of ECCO Officers and ECCO Office
- Writing Committee articles for quarterly ECCO News Issues
- Preparing Committee Annual Plan listing all projects for the following year
- Providing content for the e-CCO Learning Platform (in line with the e-Learning Taskforce's guidance)
- Participating as reviewers of the ECCO Fellowships, Grants, Awards and ECCO Congress Abstracts
- Promoting ECCO Activities actively among colleagues in their institutes as well as to their national society

The Chair position entails the following expectations:

- To guide the Committee's activities in cooperation with ECCO Governing Board and the ECCO Office
- To ensure that the Committee adheres to the set SOPs and agreed timelines (e.g. signing power of agreements and networking with external parties / organisations lies within the responsibility of the Governing Board)
- To identify synergies with other ECCO Committees in the framework of the Operational Board meeting
- In order for the Chair to fully fulfil the responsibility of their position, it is highly recommended that the Committee elects a Chair for a two-year term rather a one-year term within the roof tile principle

1. Time investment

a) Annual ECCO Committee Meetings

ECCO Committees meet 2 times per year (for approx. 1 to 4 hours):

- In February or March: ECCO Meetings at the ECCO Congress (Tuesday-Thursday on the occasion)
- In September: ECCO Autumn Meetings in Vienna, Austria



For efficient ECCO Committee Meetings onsite, all Committee Members are required to read the agenda sent by the ECCO Office prior to the meetings carefully and pay close attention to the To Dos listed for the Committee.

After the ECCO Committee Meetings, all Committee Members are required to read the minutes sent by the ECCO Office carefully and pay close attention to the new To Dos listed for the Committee in order to carry them out.

b) Communication throughout the year

Committee projects are taken forward by email correspondence throughout the year. Please note that the ECCO Community has a rather fast-paced response period (e.g. in urgent project matters, replies might be expected within two days).

2. Data Protection and Confidentiality

a) ECCO Officers as Data Subjects:

The names and the pictures of the newly elected committee members will be shared on the ECCO Website, the names will be included in the ECCO Reviewer Database, on the Congress Faculty List for programme drafting purposes, and shared with the hotels for meeting logistics.

b) ECCO Officers as Data Recipients:

As ECCO Officers, within the ECCO processes and project, various data sets including personal data, which are subject to high confidentiality are shared with you – including but not limited to applicant lists for ECCO Committee Elections, Committee projects, items for scientific review.

c) ECCO Confidentiality Policy

ECCO Officers are required to maintain confidentiality of all internal meeting discussions, ongoing projects, proposed activities and ideas. This includes but is not limited to disclosure through social media channels, other online platforms, emails and chats.

3. Conflicts of Interest

a) ECCO Officers involvement with Industry

During their term as Committee Members, ECCO Officers are not allowed to have an employment contract with Industry. Should they enter such a relationship while already serving their term, they will have to step down from the Committee. ECCO Officers are obliged to proactively inform ECCO of any change in their employment circumstances within 30 days. ECCO does not bear any responsibility arising from a Committee Member not disclosing this information.