



## ECCO Governing Board Outline of Responsibilities

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In line with §5.3.1 of the ECCO Statutes, the Governing Board of ECCO is responsible for accomplishing the mission and associated objectives as formulated.

The Governing Board consists of seven Regular ECCO Members from ECCO Member Countries:

- President
- President-Elect
- Past-President
- Secretary
- Treasurer
- Scientific Officer
- Education Officer

Should a member of the Governing Board have to retire during his/her term in office for whatever reason, the remaining Governing Board Members have the right to co-opt a temporary Governing Board Member until the next General Assembly or Extraordinary General Assembly.

In line with §5.3.2. the functions and responsibilities are as following:

The Governing Board is in charge of:

- Good governance of ECCO
- Strategy development and innovation according to the mission of ECCO
- Responsible financial management and budget
- Supervision of the operational activities of all ECCO organs
- Upholding the ECCO Statutes according to the highest moral and ethical standards

Other duties and tasks of the Governing Board are:

- To inform the General Assembly about all ECCO affairs.
- To appoint members of the Operational Board.

Governing Board Members must complete and sign an updated "Disclosure of financial and other connections (i.e. conflict of interest)" throughout their terms, which will be published on the ECCO Website.



## Time investment

### a) Annual ECCO Governing Board Meetings

The ECCO Governing Board meets usually 8 times per year (for approx. 2 to 4 hours):

- In January: A full day face-to-face meeting in Vienna
- In March: An online meeting to discuss the Educational Programme of the following ECCO Congress
- In May: An online meeting to discuss the Closing of Finances
- In June: A full day face-to-face meeting in Vienna
- In September: An online meeting to discuss next year 's ECCO Budget
- In October: A face-to-face meeting during UEG Week
- In December: An online meeting focusing on the upcoming ECCO Congress

For efficient ECCO Governing Board meetings, all 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.

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

### b) Communication throughout the year

ECCO 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).

## Data Protection and Confidentiality

### a) ECCO Governing Board Members as Data Subjects:

The names and the pictures of the newly elected Governing Board Members will be shared on the ECCO Website and the names will be included on the Congress Faculty List, and shared with the hotels for meeting logistics.

### b) ECCO Governing Board Members as Data Recipients:

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



### **c) ECCO Confidentiality Policy**

ECCO Governing Board Members 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.

## **Conflicts of Interest**

### **a) ECCO Governing Board Members involvement with Industry**

During their terms, ECCO Governing Board Members 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 Governing Board. As ECCO Officers, they are obliged to proactively inform ECCO of any change in their employment circumstances within 30 days. ECCO does not bear any responsibility arising from an ECCO Officer not disclosing this information.