

ESE Scientific Programme Chair Remit

General

The Scientific Programme Chair (SPC) will be a member of the Executive Committee and will be chosen from within the Executive Committee.

Term of Office

As a member of the Executive Committee, the term of office of the SPC will be co-terminous with their Executive Committee position. The SPC will serve no more than 4 years at any one time.

Responsibilities and workload

In addition to the Executive Committee activities, **the key responsibilities of the SPC are to:**

1. Chair at least one meeting annually of the Focus Area Leads, including:
 - a. Ensuring agendas accurately reflect the issues and priorities facing ESE at any time.
 - b. Maintaining the wider view of ESE's activities and aims.
2. Evaluate the Science Committee and Clinical Committee proposals for Focus Area Leads, and present them to the Executive Committee for approval.
3. Together with the Science and Clinical Committee Chairs, develop and maintain a list of Focus Area Leads (a clinical and a basic science interest for each focus area).
4. Designate responsibility of each ECE Programme Organising Committee (POC) to two Focus Area Leads (one ECE Clinical Lead and one ECE Basic Science Lead for that year), in consultation with the Focus Area Leads.
5. Maintain an overview of POC activities.
6. Be responsible for the Focus Area leads, and to report back to the Executive Committee on their behalf, for ECE related items. For non-ECE activities, the Focus Area Leads will report into the relevant operational committees, with the SPC maintaining a broad overview.
7. Maintain an overview of the quantity and quality of ESE's activities and programmes to ensure a balanced approach. NB: In the first instance this will be mainly looking at the Congress and any activities through the Focus Area Leads. In the long-term this may encompass additional aspects of ESE scientific output.
8. To attend meetings, such as:
 - ECE Programme Organising Committee, as required
 - Focus Area meetings, as required
 - Occasional teleconferences may be required from time to time.