

## EuGMS Nominations Committee: Guidance on Presidents' and Academic Director's roles

These tables describe the main roles of the Presidents and Academic Director. Some of the activities are added *in italic*. In practice, these depend on the individuals and their strengths and interests. Specific duties regarding conduct of meetings are included in our By Laws. The roles are also reflected in Internal Rules. We have added some of the experience and qualities needed for one or more of these activities.

Presidents Roles and Activities	Requirements
<b>Acts as the figurehead and represents the Society in official events and documents.</b> <i>Interacts with variety of international and European scientific and civic organisations.</i> <i>Oversees written communication with external organisations: policy, scientific, etc.</i>	Relevant experience: probably leadership roles at national or regional level. Social skills: Appreciates needs of different sectors Interacts well with non-specialist audiences Fluent in spoken English: good enough in written English.
<b>Has an overall vision and appreciates the main priorities of the Society.</b> <i>Initiates or supports discussion and focus on future strategic vision</i> <i>Maintains overview of activities of the Boards, "ad hoc groups", and other Board Directors</i>	Previous involvement with EuGMS (not necessarily at Board level) Broad perspective but able to delegate/prioritise Organisational and time management skills Time Has general healthcare policy and science interests
<b>Supports the Finance Director to ensure the financial health and probity of the Society</b>	Basic financial budgetary competence Maintains/Delegates effective and ethical relationships with Pharma/other funders
<b>Leads Executive and Full Boards.</b> <i>Oversees agendas, chairs meetings, follows up on the Action lists with Secretariat</i>	Inclusive style. Respects different skills Values diversity Respects national societies important roles
<b>Supports other directors and facilitates their interactions as a team</b> <i>Maintains oversight of work and workloads</i> <i>Frequent email or other communications</i>	Can direct, delegate facilitate or mentor, as necessary. Impartial and fair. Manages conflicts. Reflective practice. Timely communication
<b>Oversees Memorandums of Understanding (MoUs) with external organisations</b> <i>May choose to delegate this task</i>	Experience of initiating, promoting and supporting partnership working with scientific and civic bodies
<b>Takes day to day decisions</b> <i>Liaison with Secretariat, Directors, PCO</i>	Decisive. Honest. Values transparency in actions
<b>Usually attends the Academic Board</b>	Broad scientific perspective
<b>Oversees the paid secretariat but can delegate supervision roles to Executive Board members</b>	Willing to have frequent contact with Secretariat, can delegate, support and supervise tasks efficiently

### The President-elect

- Will have or already has the requirements and experience to fulfil the President role in 2 years.
- Has time to become familiar with most aspects of EuGMS activity.
- Supports and assists the work of the President, as requested.
- May lead some strategic planning with support of ad hoc groups, as necessary.
- Chairs the Full Board or Executive Board in absence of the President.
- Usually attends the Academic Board.

### Immediate Past-President

- Provides experience and continuity for the Executive Board.
- Chairs the Full Board or Executive Board in absence of the President and President-Elect.
- May take on specific additional tasks at the request of the Executive Board.
- Usually attends the Academic Board.
- Chairs the Nominations committee.

<b>Academic Director's role and activities</b>	<b>Requirements</b>
<p><b>Directs the Academic Board</b> which consists of 6 to 10 persons, suggested the AD, and approved by Executive Board</p> <p><b>Delegates and then oversees key tasks to Academic Board members</b></p>	<p>Credible academic as judged by research outputs and academic leadership experience</p> <p>Collegiate style, inclusive. TIME</p> <p>Can delegate to and oversee others' work</p> <p>Experience of international collaborations</p>
<p><b>Responsible for annual Congress</b></p> <p><i>Delegates responsibilities to AB members</i></p> <p><i>Liaises closely with the PCO</i></p> <p><i>Ensures financial viability of Congress</i></p> <p><i>Ensures ethics and reputational integrity</i></p>	<p>Broad scientific interest in Geriatrics</p> <p>Can direct/support and enable as necessary</p> <p>Management and organisational ability</p> <p>Leadership experience of Congress or similar events at regional or national level</p>
<p><b>Supervises the Special Interest Groups (SIGs) and their Task and Finish groups</b></p> <p><i>Stimulates, supports and encourages emerging academic leaders, and the development of new SIGs</i></p>	<p>Promotes broad scope of EuGMS interests</p> <p>Can provide advice and direction</p> <p>Promotes diversity in leadership roles</p> <p>Manages to time and procedural guidance</p>
<p><b>Oversees scientific collaborations</b></p> <p><i>Liaises with the Scientific Liaison Officer (Georg Ruppe) on EuGMS input to European funded projects</i></p> <p><i>Supports and stimulates contacts with other scientific international organisations and the Scientific Base (OEPIA in Vienna)</i></p> <p><i>Promotes principles of geriatrics and relevant training and education in the activities and Congresses of other Societies</i></p>	<p>Relevant experience: probably leadership roles at national or regional level</p> <p>Maintains an overview of role of scientific work and outputs of the MoUs</p> <p>Values and can build relationships across disciplines in medicine and allied health professionals</p> <p>Promotes broad vision of EuGMS as a scientific association with the broader mission of service improvement</p>
<p><b>Collaborates with potential funders of EuGMS scientific work</b></p>	<p>Maintains/Delegates effective and ethical relationships with Pharma/other funders</p>
<p><b>Works collectively and individually with all other Executive Board Directors</b></p> <p><i>Reports to every Executive Board and Full Board meeting</i></p> <p><i>Liaises with Communications director for dissemination of scientific outputs</i></p> <p><i>Supports the work of other groups such as the GEI and ECGI</i></p>	<p>Fluent in spoken and adequate in written English</p> <p>Time and communication skills.</p>

**Nominations Committee, July 2021**