

IHE-Europe Vendor Co-Chair

1. Tasks and workload

General description:

- Co-management of the IHE-Europe organisation as part of the Executive Committee
- Co-representation of IHE-Europe to the outside world (personal and legal) together with the User Co-Chair
- Presence and presentations at certain events

Detailed description:

- **Co-chairing T-Cons:**
 - Steering Committee T-Cons (once per month, 2 hours)
 - General Assembly T-Cons (1-2 per year, 1-2 hours)
 - Extraordinary Steering Committee and General Assembly T-Cons if required
 - Executive Committee T-Cons (twice per month, 1.5 hours)
 - Extraordinary/informal Executive Committee T-Cons or bilateral T-Cons as required (1 per month on average)
- **As relevant: Participation in face-to-face (f2f) meetings and events:**
 - General Assembly and Steering Committee Meetings (1-2 per year, usually during f2f Connectathons)
 - Occasional extraordinary internal meetings as required
 - Occasional meetings with stakeholders (e.g., European Commission) as required
 - Events where IHE-Europe needs to be represented, as required
- **Other tasks:**
 - Telephone calls and emails with User Co-Chair, Chairs of Operational Committees (MarCom, EU Affairs, Tools & Testing Strategy) and Taskforces, IHE Catalyst, Secretariat, Financial Officer, Financial Manager etc. as required
 - Preparation of T-Cons, including review of agendas, presentations, minutes, supported by IHE-Europe secretariat
 - Preparation of General Assembly and Steering Committee T-Cons/meetings: closing of the accounts in addition to above
 - Preparation of documents or PPT presentations for specific external meetings (e.g., European Commission)
 - Official representation, including presentations and speeches, at events
 - Follow and answer related emails (10-15 on average per day, more before and during IHE-Europe events (e.g., Connectathon, General Assembly) or extraordinary circumstances
 - Approve, sign, return IHE-Europe contracts together with the User Co-Chair as required
 - If no Financial Officer is appointed or elected, oversight of the financial position of the organization in coordination with other members of the Executive Committee and/or the Financial Manager.
- **Estimated time:**
 - 10% of regular working time – 4 hours per week
 - Up to 2 to 5 annual travels, encompassing both f2f meetings and international or national events, typically spanning 10 days on average, contingent upon prevailing travel restrictions.

2. Co-Chair elect position at IHE-Europe

To improve the handover between a current Co-Chair and the next Co-Chair an overlap for several months shall be implemented. Since this formally requires a change of the Statutes this shall first be implemented as a pilot (SC decision 2023-06-07).

The following motion was approved on 24 July 2023:

- To perform the election of a “Co-Chair Elect” according to the procedure defined for Co-Chairs in Article 27.2 of the Statutes approximately 6 months before the term of a current Co-Chair ends.
- If the Co-Chair with the ending term is eligible for another term is elected again, the person stays Co-Chair for this next term.
- If another person is elected this person becomes “Co-Chair elect” instead of directly Co-Chair.
- The Co-Chair elect becomes member of the Executive Committee, but without voting rights.
- The Co-Chair elect is invited to participate in all Co-Chair meetings and copied all communication with and from the Co-Chairs.
- Procedure on how to formally establish this position will be developed together with IHE-Europe lawyer.

3. IHE-Europe Statutes

27.2. – Co-Chairs

The two Co-Chairs are each elected by their respective constituency at the relevant ordinary Steering Committee. The Co-Chairs are elected for a two-year term, renewable only once immediately after the initial term expires. The Co-Chairs automatically remain in office until the day of the election of a new Co-Chair as long as they are available to continue to do so.

If the physical person who is serving as Co-Chair is unable or unwilling to serve as Co-Chair or ceases to be employed by or is no longer otherwise linked to an Active Member of the Steering Committee of the relevant constituency, the relevant constituency shall elect at the next possible ordinary Steering Committee a physical person belonging to an Active Member of the Steering Committee of the said constituency as Co-Chair following the regular candidacy and election procedure.

The Co-Chairs shall be elected by their respective constituency as follows:

(a) All physical persons who wish to stand for election as Co-Chair, and are representatives of an Active Member of the Association that is in good standing, must notify the Co-Chairs in office via regular mail or any other means of written communication (including e-mail) one month before the ordinary Steering Committee. The Deputy Co-Chairs can stand for election as Co-Chairs as well, if they wish to, during or after their term as Deputy Co-Chairs. The Co-Chairs in office shall draw up a list of all physical persons standing as candidate for election, which shall be attached to the convocation for the ordinary Steering Committee at which a Co-Chair shall be elected;

(b) Each Active Member representative of the Steering Committee with valid voting rights within its constituency (User Constituency or Vendor Constituency), shall complete a ballot form selecting one physical person from the list of its constituency; and

(c) The candidate receiving the highest number of votes shall be elected as Co-Chair. Blank votes, invalid votes and abstentions shall not be counted.

(d) A Co-Chair cannot hold the position of Deputy Co-Chair at the same time and vice versa.

For further information, please see IHE-Europe Statutes (as of 6 October 2022) and Internal Rules (as of 6 May 2022): <https://www.ihe-europe.net/statutes-rules>