



ESVS Secretary General elections

Call for applications 2019

The European Society for Vascular Surgery (ESVS) is opening a call for applications to elect a new Secretary General (SG) who will start their mandate in September 2020, and shadow the outgoing Secretary General for one year, from September 2019.

The role of Secretary General to the ESVS is for 5 years with up to an additional one year before starting when the successful candidate will shadow the outgoing Secretary General. During his final fifth year the Secretary General will work with his successor to ensure a smooth handover.

The role is very much hands-on, and the successful candidate should commit to:

- daily work to ESVS activities
- at least 40 travel days per year
- regular phone conferences, including with CEO, ESVS office, congress organisers, etc.
- working closely with the Presidents – current, President-Elect and Deputy President Elect in furthering the Society's aims

For his hard work, and despite the fact that the SG is a Charity Trustee, the ESVS received authorisation from the Charity Commission to provide an annual 12,000€ honorarium to the SG.

The role of Secretary General to the ESVS is pivotal to the Society, and can be summarised in five main activity areas.

1. Legal responsibility:

- a. Ensuring meetings are effectively organised and minuted: Executive Committee, Council, Annual General Meetings of the members (AGM)
- b. Maintaining effective records and administration
- c. Upholding the legal requirements of governing documents (e.g. bye-laws)
- d. Communication and correspondence

Although the SG is the ultimate person accountable for these tasks, he heavily relies on the office and accountant to support him.

2. Overseeing and ultimate responsibility for daily operations (incl. office supervision)

The SG is responsible for the appointment of ESVS employees. The new ESVS office is located in Bordeaux. The ESVS employees working in the office are directly accountable to the Secretary General.

3. Maintenance and growth of the membership

The secretary General is responsible for maintaining and growing the membership of the ESVS, and for increasing attendance at the Annual Meeting.



4. Active participation in activity Committee meetings

The SG attends many Committee meetings, including but not limited to the EJVES Editorial Board meetings, the Academy meetings, the Guideline Steering Committee meetings, the Annual Meeting Programme Committee meetings.

5. Maintenance and development of the relationship with industry

ExCo has introduced the Industry Relations Committee to enhance the interface between the ESVS and its Major Sponsors and Exhibitors. The Secretary General will work within this committee engaging with Industry to increase the Major Partnership numbers and negotiate directly with key Industry personnel to ensure their continued support as Major Sponsors and exhibitors at the Annual Meeting and the Society.

Selection criteria:

- Scientifically oriented
- Educational understanding
- Actively practising as a vascular specialist
- No conflict of interest
- In good standing
- In control of their time / available
- Fluent in English
- Additional asset if good contacts with industry and if business-oriented

Application process:

- CV + application letter
- Fill out the “manifesto” questions
- Letter confirming that the applicant is a vascular specialist in good standing, signed by the National Society or from the national medical authorities
- Declaration of conflict of interest
- Application sent to info@esvs.org by 31st March 2019