

ISDE Committee Members: Requirements and Expectations

	Education Committee Co-Chair	Guidelines Committee Co-Chair	Biennial Congress Committee	Membership Committee Co-Chair		Web Committee Co-Chair
Responsible To	Executive Committee (EC) & BoD (Board of Directors),		Executive Committee (EC) & BoD (Board of Directors),	Executive Committee (EC) & BoD (Board of Directors),		Executive Committee (EC) & BoD (Board of Directors),
	ISDE Membership	ISDE Membership	ISDE Membership	ISDE Membership	ISDE Membership	ISDE Membership
-		Executive Committee & BoD	Executive Committee & BoD	Executive Committee & BoD		Executive Committee & BoD
Reporting Frequency	Min. 1-2 times a year at DDW and Congress	Min. 1-2 times a year at DDW and Congress	Min. 1-2 times a year at DDW and Congress	Min. 1-2 times a year at DDW and Congress	Min. 1-2 times a year at DDW and Congress	Min. 1-2 times a year at DDW and Congress
Qualifications	- Be a voting member	"- Be a voting member	- Be a voting member	- Be a voting member	- Be a voting member	- Be a voting member
	- Be appointed by the committee chair(s)	- Be appointed by the committee chair(s)	- Be appointed by the committee chair(s)	- Be appointed by the committee chair(s)	- Be appointed by the committee chair(s)	- Be appointed by the committee chair(s)
	- Have a vested interest in ISDE and its well-being	- Have a vested interest in ISDE and its well-being	- Have a vested interest in ISDE and its well-being	- Have a vested interest in ISDE and its well-being	- Have a vested interest in ISDE and its well-being	- Have a vested interest in ISDE and its well-being
	- Have good written/oral communication skills- Have	- Have good written/oral communication skills	- Have good written/oral communication skills	- Have good written/oral communication skills	- Have good written/oral communication skills	- Have good written/oral communication skills- Have
	the ability to analyze educational needs and actively	- Have the ability to analyze the need of guideline	- Have the ability to establish long-term relationships	- Have the ability to identify, recruite and engage	- Have the ability to identify research needs	the ability to indentify content for the ISDE website ar
	participate in increasing the educational sector of the	updates and new guidelines in the field of the	with partners and sponsors in the region of the next	specialists wordwide		actively participating in finding new content
	ISDE	esophagus	Congress		- Have a basic understanding of working with large	
					datasets	
					- Have the understanding of IRB processes and	
Duties	Participate in conference calls and meetings as	Participate in conference calls and meetings as	Participate in conference calls and meetings as	Participate in conference calls and meetings as	Participate in conference calls and meetings as	Participate in conference calls and meetings as
	identified by the chair.	identified by the chair.	identified by the chair.	identified by the chair.	identified by the chair.	identified by the chair.
	Generate educational activities outside of the biennial	Recommend topics for guideline development including				Enhance the members only area within the ISDE
	congress	all relevant areas to include surgery, gastroenterology,	- Physicians and surgeons	enhance membership	sponsored projects	website and website content search
	Interact with ISDE affiliated societies and explore joint	oncology, pathology, radiology, pediatric, ENT and	- Other allied healthcare practitioners	Ensure proportional and worldwide distribution of ISDE		Increase scientific content on the website as well as
	educational programs	include both benign and malignant conditions of the	- Local industry indlucing device manufacterers,	Membership	database evoluation and subanalysis of current dataset	increase the frequency of links to recent publications and general news
		esonhagus	pharmaceutical companies and other industry	Enhance active membership of all relevant specialties	Be the supervising body responsible for future projects	
			Like-minded societies and organizations Local government and other public offices	to include, surgery, gastroenterology, oncology,	and database evoluation as well as for expansion to	identified by members of an editorial group.
			- Anyone interested in participating in the ISD Congress		other centers	
		Assess and recommend high quality methodology for the guideline process	Provide advice and recommendations on local resources and activities including:	Develop strategic methods and plans to grow membership		Increased webinars and roundtable discussions
		Select topic specific working committee members and	- Venues	Identify and assign specific regional or national		
		chairs and charge with guideline development	- Activities of interest	membership liasisons		
		Review published guidelines on esophageal topics from	- Entertainment	Recruit and retain active members		
		sources outside ISDE				
		Prepare guideline manuscripts for publication in Diseases of the Esophagus	Make arrangements for local dignataries	Contact prospective members and invite to join ISDE		
			Participate in development of pre and post congress symposia	Track and revise annual membership rosters		
		Invite member feedback for guideline improvement and		Develop and implement plans to involve members in	1	
		methods of making guidelines internationally relevant		committees programs and society activities		
				Engage new members to personally welcome them to the ISDE		
				Respond to member concerns and solicit feedback for		
				improvement		
				Contact delinquent members prior to cancellation and		
				encourage them to renew Greet and introduce new members at biennial meetings		
				Host and lead new member receptions at biennial meetings		
				Plan and implement annual new member campaigns		
	annual subcommittee budget needs to be requested	annual subcommittee budget needs to be requested	annual subcommittee budget needs to be requested	annual subcommittee budget needs to be requested		annual sub committee budgets needs to be requested
Funding	and approved by the Executive Committee prior to the				and approved by the Executive Committee prior to the	
	beginning of the fiscal year (submission deadline:	beginning of the fiscal year (submission deadline:	beginning of the fiscal year (submission deadline:	beginning of the fiscal year (submission deadline:	beginning of the fiscal year (submission deadline:	deadline: November 31)
	November 31)	November 31)	November 31)	November 31)	November 31)	
	funding solicited by committee members needs to be	funding solicited by committee members needs to be	funding solicited by committee members needs to be	funding solicited by committee members needs to be	funding solicited by committee members needs to be	funding solicited by committee members needs to be
	directed to the ISDE Executive Committee	directed to the ISDE Executive Committee	directed to the ISDE Executive Committee	directed to the ISDE Executive Committee	directed to the ISDE Executive Committee	directed to the ISDE Executive Committee
Compensation	1 term of 2 yrs, eligible for consecutive terms	1 term, 2 yrs, eligible for up to 2 additional consecutive	1 term of 2 yrs, eligible for consecutive terms	1 term of 2 yrs, eligible for consecutive terms	1 term of 2 yrs, eligible for consecutive terms	1 term of 2 yrs, eligible for consecutive terms
		terms			<u> </u>	
		if unable to fulfill the duties of the office, the president				
	appoint an individual meeting the same qualifications		appoint an individual meeting the same qualifications			appoint an individual meeting the same qualifications
	to fill up the rest of the term All ISDE Committee Chairs are volunteers	qualifications to fill up the rest of the term All ISDE Committee Chairs are volunteers	to fill up the rest of the term All ISDE Committee Members are volunteers	to fill up the rest of the term All ISDE Committee Chairs are volunteers		to fill up the rest of the term
						All ISDE Committee Chairs are volunteers
	Reasonable expenses will be reimbursed, as approved	Reasonable expenses will be reimbursed, as approved	Reasonable expenses will be reimbursed, as approved	Reasonable expenses will be reimbursed, as approved	Reasonable expenses will be reimbursed, as approved	Reasonable expenses will be reimbursed, as approved
	in the budget and disbursed by the reimbursement	in the budget and disbursed by the reimbursement	in the budget and disbursed by the reimbursement	in the budget and disbursed by the reimbursement		in the budget and disbursed by the reimbursement
	policy; prior approval should be sought	policy; prior approval should be sought	policy; prior approval should be sought	policy; prior approval should be sought	policy; prior approval should be sought	policy; prior approval should be sought
	Travel expenses for meetings and conferences cannot		Travel expenses for meetings and conferences cannot	Travel expenses for meetings and conferences cannot		Travel expenses for meetings and conferences cannot
	be provided without prior approval of the Board of	be provided without prior approval of the Board of	be provided without prior approval of the Board of	be provided without prior approval of the Board of		be provided without prior approval of the Board of
	Directors	Directors	Directors	Directors	Directors	Directors