ISDE Committee Members: Requirements and Expectations

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