

## UEG Elections 2017 Job Description and personal requirements of the position of UEG Vice President

### I. Role of the Vice President

The Vice President is a member of UEG Council and one of the four members of the UEG Executive Committee. **The Vice President assumes the position of the UEG President** for two additional years once the two-year term as Vice-President is completed.

The overall leadership of UEG rests with the Council for strategic decisions. The Executive Committee, with the aid of the Administrative Office, establishes recommendations for high level operational issues regarding the management and administration of UEG. Furthermore, members of the Executive Committee serve as members of the Supervisory Board of the UEG GmbH.

The Vice President takes over responsibilities from and deputises for the President if the President is absent or unable to discharge his/her duties for any reason.

The role of the Vice President is for the most part strategic in nature; the role-holder is often involved in new initiatives which can then be taken forward and matured during their Presidency.

This important position requires a visionary approach, energy, tact and a considerable time commitment to attend all meetings and support and lead the UEG at all times alongside the President, rest of Executive and Council.

### II. Required knowledge, qualification and experience

The candidate must

1. have an in-depth knowledge of the various processes within UEG and therefore must be a current or past member of UEG Council or a UEG committee
2. show strong interest in the future development of the digestive health field in the widest sense, and of the UEG
3. be able to demonstrate strategic and diplomatic leadership skills, and the ability to think and work analytically across organisational and cultural boundaries
4. command a broad experience in gastroenterology and related fields
5. be well known and acknowledged within UEG and by the GI community in order to be able to function as a figurehead for the organisation
6. maintain good relationships with UEG member societies, functionaries, and other stakeholders

**A detailed account how each of these 6 requirements will be fulfilled by the candidate must be given in the mission statement (refer to each specific numbered point above). Please limit your statement to three A4 pages or less.**

Furthermore, the position of UEG Vice President requires a very good command of spoken and written English.

### **III. Volunteer commitment**

The candidate has to attend at least four Executive Committee meetings and three Council meetings a year, the Meeting of Members and other UEG business meetings with member societies, Industry and other stakeholders.

Most importantly, the candidate must be able and willing to dedicate a substantial amount of time to this position, even though it is on volunteer basis. This includes regular visits and interaction with the Administrative Office in Vienna and being an ambassador for UEG at international and national meetings and to the EU in Brussels.

### **IV. Term of office**

The term for this position starts January 1, 2018 and ends December 31, 2019. The Vice President will assist the currently serving President for the period of the term and will then start a two-year term of office on January 1, 2020 to December 31, 2021 as UEG President.

### **V. How to apply**

The right to nominate candidates for eligible Council positions remains with UEG Member societies, including both specialist and national societies. Interested colleagues are requested to seek support from a relevant society for their application and to use the online application form.

Deadline for applications: September 22, 2017

Mandatory documents for upload with the online application:

- Mission statement (max. three A4 pages):
  - o Including a detailed account how each of the six requirements (see II) above) will be fulfilled by the candidate (refer to particular bullet point)
- One page A4 Curriculum Vitae
- Supporting letter from a UEG Member Society

UEG actively promotes equality throughout our organisation and activities, particularly with regard to gender, race and nationality. Candidates from underrepresented groups, in particular women, are encouraged to apply.

For further information, we recommend that candidates view the [Strategic Plan 2015-2018](#) and the [Statutes](#).