

EASL External Affairs Councillor Terms of Reference

1. Purpose

The External Affairs Councillor serves as the principal officer responsible for ensuring that EASL's external relations align with and support the Association's strategic vision. The Councillor plays a vital role in establishing and nurturing partnerships with external organisations and stakeholders, positioning EASL as a robust, influential, and reliable partner.

2. Mandate Period

- The term of office is two years, following the one-year term as Councillor-elect.
- Upon completion of their term, the Councillor may be re-elected once.
- The Councillor is eligible to apply for other Governing Board positions.

3. Process for Selection and Nomination

A call for applications is issued by the EASL Governing Board, published via EASL channels and open for a minimum of 4 weeks.

Eligibility criteria:

- Active EASL member
- Resident of a WHO-defined European country
- Required documents:
 - Motivation letter
 - Updated CV
 - Summary of scientific achievements

Applications are reviewed by the Governing Board, which selects candidates for interview. Shortlisted candidates submit a Declaration of Interest form which will be reviewed by the Ethics & Compliance committee.

The Governing Board selects candidates based on:

- Scientific profile (experience, expertise, independence, etc.)
- Inclusion and heterogeneity (scientific, geographical, career stage)
- Compliance with EASL equity, diversity, and inclusion policies

Final approval is granted by the EASL General Assembly.

4. Roles and Responsibilities

The External Affairs Councillor ensures that the Association's external relations promote EASL's strategic vision and position EASL effectively within the global liver health landscape.

Key responsibilities include:

- Developing and proposing policies in relation to:
 - Relationships with European National Hepatology and Gastroenterology Associations
 - Relationships with global and regional societies, such as AASLD, ALEH, APASL, SOLDA, and UEG
 - Relationships with other medical associations and specialties

- EASL endorsement of third-party content and activities
 - EU funded projects
- Leading the development and maintenance of relationships with selected key external stakeholders and contributing to interactions with other relevant parties.
- Supporting the monitoring and implementation of these external relations policies by the EASL Office, particularly through the application and review of relevant Standard Operating Procedures (SOPs).
- Serving as the liaison between the EASL Governing Board, EASL Management Committee, and the EASL Office with regard to these policies.
- Providing strategic advice and updates to the Secretary General and other leadership bodies on external affairs matters.

5. Decision-Making

- As a full Governing Board member, the Councillor participates in all Governing Board and Management Committee decisions.
- A quorum for decision-making is defined as 50% + 1 of Board members.
- Consensus is preferred; however, a majority vote will apply when required.

6. Reporting Framework

- The External Affairs Councillor reports directly to the Secretary General.
- Regular updates and recommendations are presented to the EASL Governing Board and the Management Committee.
- The detailed duties and functioning of the External Affairs Councillor are further specified in the Management Committee regulations.

7. Confidentiality

- The EAC must uphold confidentiality in all matters related to strategic partnerships, third-party agreements, and sensitive communications.
- Breach of confidentiality may result in removal from office, in accordance with EASL's policies.

8. EASL Office Support

The EASL Office will provide support to the External Affairs Councillor through:

- Coordination of internal policy development and updates.
- Preparation of agendas, documentation, and reports.
- Managing communications and documentation related to endorsements and project applications.
- Supporting EU-funded project administration and reporting.
- Support for Working Groups, Consortia, and Publications coordination.

Main point of contact: Head of Association & Community Services

9. Meetings and Time Commitment

- Required to attend 3-5 Governing Board meetings (in-person or online) per year and monthly Management Committee meetings.

- Additional involvement as needed for internal task forces, policy reviews, or working group oversight.
- Estimated time commitment: **8-12 hours per month**, variable depending on workload.

10. Commitment

The Councillor commits to:

- Attend all meetings
- Meet deadlines and respond promptly to requests
- Maintain regular communication with peers and the EASL Office

11. Succession and Vacancies

In the event of resignation or inability to serve, the Governing Board may appoint an interim Councillor until the next General Assembly.

12. Benefits

- The Councillor serves voluntarily.
- Expenses reimbursed per EASL policy.
- The Councillor is invited to attend EASL Congress as Governing Board members.
- The Councillor is entitled to free registration for EASL Summits upon request.
- Recognition through EASL communications and formal acknowledgement at official events.

13. Review and Amendment of Terms of Reference

The Terms of Reference will be reviewed every 3 years and may be revised with Governing Board approval.