



## European Spinal Psychologists Association Committee role, April 2019

### **PURPOSE:**

To jointly lead ESPA; providing a European professional forum to support the development and dissemination of psychological knowledge; share clinical and psychological practice to promote the highest standards of care; facilitate clinical research through providing a collaborative, cross nation and culture, network for clinicians and researchers in spinal cord injury.

### **KEY RESPONSIBILITIES:**

1. Be collectively responsible for the actions of ESPA and the Committee.
2. Actively contribute to the Committee's role in agreeing the strategic direction of ESPA, setting policy, defining goals and targets and evaluating performance
3. Ensure ESPA applies its resources exclusively in pursuing its objectives. Ensure the financial stability of ESPA and the proper investment of its funds. Protect and manage the property of ESPA.
4. Ensure the effective and efficient administration of ESPA
5. Attend meetings and read papers in advance of meetings, including sub-committee meetings as appropriate.
6. Carry out specific operational tasks as agreed with and delegated by the Committee
7. Keep informed about the activities of ESPA and wider issues which affect its work
8. Safeguard the good name and values of ESPA.
9. Declare any conflict of interest while carrying out the duties of a Committee member

In addition to the duties of all Committee members, each should use any specific skills, knowledge or experience they have to help the Committee reach sound decisions. This will involve scrutinising Committee papers, leading discussions, focusing on key issues, and/or providing advice and guidance relevant to the area of ESPA's work in which the Committee member has special expertise.

### **TIME COMMITMENT:**

1. Approximately 2 hours per month for general administration and committee business.
2. Approximately 4 hours reviewing abstracts and agreeing the conference programme with fellow committee members.
3. Other time as required by the role and agreed by the Committee.
4. Tenure for approximately 5 years but may be elected for further terms.

**THE PERSON:**

1. Commitment to ESPA, it's values and objectives.
2. Integrity.
3. Sees the bigger picture; can take decisions for the good of the organisation, good and independent judgement.
4. Willing and able to devote the necessary time and effort to their role
5. Excellent interpersonal skills: tact; willing to share own views and listen to others.
6. Team player: flexible, helpful and communicative
7. Understanding of the context in which ESPA and its members work
8. A specific area(s) of expertise matching current organisational need.
9. We aim for half of the committee to be a practicing psychologist who provides direct clinical work to people with spinal cord injury.
10. All committee members must have a first degree in psychology with their defined employment role be as a psychologist in the country of their employment.

The Committee's ESPA conference registration will be built into each conference budget plan. Additionally, travel OR accommodation expenses will be built into each conference budget plan (the lowest cost will be paid). Mileage will be paid at the NHS business mileage rate and economy flights are expected. Expense receipts will be provided at and agreed at a committee meeting and countersigned by the Secretary / Treasurer prior to payment. Personal Assistance attendants will also be supported as required.

**October 2018**