



European Spinal Psychologists Association Chair role, April 2022

- LEADS AND SUPPORTS:** ESPA Committee Members, Secretary and Treasurer, ESPA Scientific Committee
- PURPOSE:** To enable the Committee to lead ESPA; provide 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.
- ROLE SUMMARY:**
1. Provide leadership and direction to the ESPA Executive and Scientific Committees, enabling the Committees to fulfil their responsibilities for the overall governance and strategic direction of ESPA.
 2. Ensure that the organisation complies with its constitution and any relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its constitution.
- KEY RESPONSIBILITIES:**
1. Provide leadership for the Executive Committee in their role of setting the strategy, plans and policies of the organisation, and managing finances.
 2. Plan the annual cycle of Executive and Scientific Committee meetings and set the agendas with the support of the ESPA Administrator.
 3. Chair and facilitate Executive and Scientific Committee meetings.
 4. To tweet and post on the ESPA LinkedIn account, alongside the Secretary, on behalf of the association. To be professionally and personally liable for tweets and posts made.
 5. To support the Secretary and Administrator to maintain the ESPA database, create Newsletters, webpage developments. To monitor the ESPA email account alongside the Secretary and Administrator.
 6. Monitor decisions taken at Committee meetings to ensure they are implemented.
 7. Give advice, support and feedback to individual Committee members to help them to make the most effective contribution to ESPA.
 8. Represent the organisation at events, meetings or functions, acting as a spokesperson for the organisation where appropriate.
 9. Attend and be a member of other committees or working groups when appropriate.
 10. Be an active Committee member in general and comply with ordinary committee role description.

11. To approve expenditure made by the Secretary/Treasurer and provide financial oversight.
12. To represent the Executive committee on the Scientific Committee.

TIME COMMITMENT:

1. Approximately 1 day per month for general administration and committee business.
2. Four consecutive days on alternate years to attend the ESPA conference (plus approximately 6 hours each month for the nine months prior to the conference).
3. Other time as required by the role and agreed by the Committee.
4. Tenure as Chair is normally for 5 consecutive years but may be elected for further terms.

THE PERSON:

1. Commitment to ESPA, its values and objectives.
2. Leadership ability: integrity, diplomacy, strategic vision, sees the bigger picture.
3. Able to take decisions for the good of the organisation displaying good, independent judgement
4. Willing and able to devote the necessary time and effort to the role
5. Excellent interpersonal skills: tact; willingness to share own views and listen to others
6. Team player
7. Understanding of the context in which ESPA and its members work
8. Desirable - senior practicing clinical psychologist working with people with spinal cord injuries.

The Chair is a Committee Member.

The Chair's reasonable expenses for ESPA conference registration, travel and accommodation expenses will be built into each conference budget plan. 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.

October 2018, revised April 2019, revised April 2022