

## Description of Board Director Positions

### Secretary

#### Role

- Writes the minutes of the Board, the General Assembly and other important meetings
- Organises easy access to relevant information of the organisation (e.g. Governance Manual) in co-operation with the Office
- Is a member of the General Purpose Committee.

#### Criteria

- Is a full ERC member for at least 2 years
- Is familiar with the structures of the organisation`
- Is an objective person with good communicative skills
- Has no relevant conflict of interest
- English writing experience is an added value.

### Director Guidelines and ILCOR

#### Role

- Leads the development of the ERC Guidelines
- Chairs the ERC Guideline Development Committee
- Is the liaison between ILCOR and the ERC, and co-ordinates the ERC contribution to ILCOR
- Serves as an ERC delegate on the ILCOR General Assembly

#### Essential criteria

- Is a full member of ERC for at least 2 years
- Has demonstrated leadership in clinical practice
- Has proven scientific merits with peer reviewed publications relating to resuscitation
- Has prior experience of evidence evaluation and guideline development
- Has proven ability to chair groups effectively and facilitate reaching consensus
- Has excellent communication skills
- Has no relevant conflict of interest

#### Desirable criteria

- Prior participation as ILCOR Task Force Member
- Prior participation in an ERC Guidelines writing group

### Director Training and Education

#### Role

- Continues developing the Course Organising System (CoSY)
- Co-ordinates the development of ERC course materials and educational strategies
- Co-ordinates the Development Committee Education (DC-EDU)
- Keeps guard over the Quality Control of ERC courses.
- Promotes dissemination of CPR education in Europe.

#### Criteria

- Is a full member of ERC for at least 2 years
- Has experience in developing ERC training materials
- Has broad experience and expertise in education
- Has significant professional and scientific merits
- Has no relevant conflict of interest