**European Young Surgeons and Alumni Club (EYSAC) Steering Committee**

**Terms of Reference**

1. **Term of office**

In most cases members are elected for a period of 2 years, which may be renewed by the ESSO Board for a further 2 years subject to satisfactory performance. No member may remain for longer than 4 years unless elected as the Chair of the committee or exceptional cases. Satisfactory performance will be reviewed by the Board annually and will take into account levels of activity and attendance at face-to face-meetings and teleconferences.

In principle, half of the Steering Committee shall be renewed every two years.

1. **Election to the Steering Committee**

Potential candidates will apply directly to EYSAC once a vacancy is announced. After primary selection by the EYSAC steering committee, the Chair will present the names of new committee members to the ESSO Board. Every applicant must be an ESSO member, be a surgical trainee within 15 years of graduation from a medical school and must submit a letter of application and their curriculum vitae (CV). Candidates must demonstrate an active commitment to academic surgical oncology.

1. **Roles and responsibilities**

The EYSAC steering committee has a number of responsibilities:

1. To facilitate networking between young surgeons interested in surgical oncology;
2. To support junior surgeons in academic surgical oncology;
3. To improve surgical oncology training throughout Europe;
4. To facilitate active transfer of knowledge and young surgeons between institutes;
5. To provide feedback from educational events;
6. To develop new avenues for surgical oncology.

Committee members will take on specific roles, either by personal choice or appointment.

Current Composition of the EYSAC Steering Committee and members’ roles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Gender** | **Nationality** | **End of mandate (after 1 renewal)** |
| Karol Polom | Chair | M | Polish | Sept. 2018 |
| Duveken Fontein | Past - Chair | F | Netherlands | Sept. 2018 |
| Andreas Brandl | Education and HIPEC liaison | M | German | Sept. 2021 |
| Delia Cortes Guiral | Communications and HIPEC liaison | F | Spanish | Sept. 2021 |
| Kostas Lasithiotakis | E-Learning | M | Greece | Sept. 2018 |
| Frederik Hoogwater | Education | M | Dutch | Sept. 2020 |
| Laura Lorenzon | Research | F | Italy  | Sept. 2020 |
| Luigi Marano | Research / External Relations / National Representatives | M | Italy | Sept. 2020 |
| Florian Primavesi | Website and Social Networks | M | Austria | Sept. 2020 |
| Paul Sutton | Secretary | M | UK | Sept. 2018 |

 The EYSAC Steering Committee is supported by the ESSO Secretariat.

1. **Meetings**

The EYSAC steering committee will have at least 1 in-person meeting each year in Brussels, Belgium, to facilitate team interaction and strategic developments. The date will be decided upon by committee members. An additional meeting will take place during either the ESSO congress in the second half of the year. Throughout the rest of the year, several teleconferences will take place.

1. **Termination of appointment**

EYSAC members will automatically demit office after a period of 2 years. If more than 3 consecutive EYSAC meetings (including teleconferences) are missed, it will be presumed that the member is no longer able to commit sufficient time to EYSAC activities, and he or she may be asked to demit office prematurely.

1. **Travel and other expense**

Attendance at EYSAC meetings will be funded by ESSO. Preferably, the ESSO staff will arrange travel and accommodation. If travel is arranged personally it will be reimbursed according to the ESSO policy for reimbursement of travel expenses.

1. **Specific responsibilities**
	1. EYSAC Webpages on the ESSO Website & LinkedIn Group

EYSAC is responsible for the development & update of EYSAC pages on the ESSO website and LinkedIn Group page. EYSAC will use these pages for the promotion of activities of interest to junior members including but not exclusively ESSO activities.

Items for publication as well as recommendations for technical and/or layout input to optimize communication will be conveyed to the ESSO Secretariat by the EYSAC Website coordinator(s). They will be reviewed be the ESSO Communication Committee prior to implementation.

EYSAC Steering Committee is represented on the Communication Committee.

* 1. EYSAC Clinical and Research Fellowship

€ 1500.00 euros has been granted to EYSAC by ESSO to provide financial aid for an EYSAC clinical or research fellowship.

Potential candidates for the EYSAC fellowship will be required to send a letter of application, together with their CV and a letter of support from their Head of the Department. Applicants must show a strong commitment to surgical oncology. Applicants will be selected by the EYSAC Steering Committee.

* 1. Educational activities
		1. Development of 2 -3 basic surgical oncology courses for junior surgeons and surgeons in training (e.g. Upper GI, Breast, Anatomy, etc.) to be integrated in the ESSO educational portfolio.
		2. Guidance to young surgeons in their application to the MCCR Clinical Cancer Research workshop (re. protocol development)
		3. Participation of up to 2 EYSAC Steering Committee members on the Education & Training Committee
	2. ESSO Congress
		1. Dedicated EYSAC session
		2. Contribution to the development of the Scientific Programme through the participation of the EYSAC Chair in the Scientific Committee
		3. Co-chairmanship of sessions when and where appropriate
		4. Organisation of a social event for EYSAC members
	3. Representation on the ESSO Membership Committee
		1. The EYSAC Past- Chair is a member of the Membership Advisory Committee.

*Reviewed, updated and approved by the ESSO Board on 07-05-13
Reviewed and updated on 31-10-14*