

## **DUTIES AND BENEFITS OF THE ERA-EDTA OFFICERS**

### **I. President.**

1. He/she is the main representative of the Society and can act on behalf of the Council with regard to urgent matters;
2. He/she must ensure that all the activities of the Association are conducted in accordance with its objects as well as with the Constitution/Regulations;
3. Any new initiative decided by Council is under the responsibility of the President until a specific committee for this new initiative is created by the Council;
4. The President is responsible for ERA-EDTA endorsements and/or support (in collaboration with the Council when needed and according to the Regulations);
5. The President is responsible for the ERA-EDTA representatives in other Societies and/or initiatives of third parties endorsed/supported by ERA-EDTA;
6. The President is the Officer who represents the Society vis-à-vis with other national and/or international Societies (i.e. special bilateral agreements, etc.);
7. The President can always delegate a representative of his/her choice to represent him/her for specific task(s) and/or event(s) (i.e. relations with National Presidents; EKHA; etc.);
8. The President is responsible, in collaboration with the Secretary-Treasurer (who, in any case, will be the person who will actually prepare/finalise/send/receive the items listed below), of the following matters: the Agendas of the Council Meetings, the General Assembly and any other meeting that the Council deems necessary; of the invitations to the meetings of non-Council members and for the final approval of the Minutes of the Meetings; for informing the ERA-EDTA speakers/representatives in events organised by third parties, as well as for receiving their report after the event; for signing all ERA-EDTA diplomas and certificates issued while he/she is office (except for his/her own personal diploma,

which must be signed by the President Elect). Finally, still in collaboration with the Secretary-Treasurer, he/she is responsible for informing all the people directly involved of the outcome of the Council's decisions (candidates for Council; SAB positions; selected future Congress venues, etc.), again operatively speaking it will be the Secretary-Treasurer who will send these notifications;

9. He/she has a casting vote in case of a tie in any kind of voting procedure (unless otherwise specified in the regulations of a specific ERA-EDTA committee);

10. During his/her term, he/she is included, ex-officio, in the following Committees/Boards/Initiatives:

- a. ERA-EDTA Registry;
- b. Co-President ERA-EDTA Congresses;
- c. SAB (Chair);
- d. EKHA Representative;
- e. Congress Scientific Committee;
- f. ERBP;
- g. CEPD;
- h. SEID;
- i. GNC;
- j. YNP (as an advisor with no vote);
- k. One of the directors of ERA-Eurocongress Ltd, ERA-EDTA's Subsidiary Company.

11. He/she is entitled to receive secretarial support from the ERA-EDTA Operative Headquarters.

## **II. Secretary-Treasurer.**

1. He/she is responsible for all the Society's funding, spending and investments;

2. He/she is responsible for all the ERA-EDTA Group payments, in collaboration with the ERA-EDTA Group senior staff that is authorised to make the day-to-day payments up to a maximum amount of EUR 50,000.00 per single payment provided that this is within the ordinary (and already approved) budgets of the various activities of the Society. For payment above this amount a previous authorisation by the Secretary-Treasurer, or the Renal Science Chair/Chair of the Administrative Offices if the Secretary-Treasurer is not available is mandatory before the payment authorisation can be made;
3. The Secretary-Treasurer is responsible, in collaboration with the President (who must agree on the items listed), of preparing/sending/finalising/receiving the following matters: the Agendas of the Council Meetings, the General Assembly and any other meeting that the Council deems necessary; of the invitations to the meetings of non-Council members and for the final approval of the Minutes of the Meetings; for informing the ERA-EDTA speakers/representatives in events organised by third parties, as well as for receiving their report after the event; for signing all ERA-EDTA diplomas and certificates issued while he/she is office (except for his/her own personal diploma, which must be signed by the Secretary-Treasurer Elect). Finally, he/she is responsible for informing all the people directly involved of the outcome of the Council's decisions (candidates for Council; SAB positions; selected future Congress venues, etc.), following the confirmation/approval by the President;
4. He/she is in charge of preparing the diplomas and eventual gifts for Council members ending their term;
5. He/she is the person responsible for the Council member elections, in particular, the ERA-EDTA Secretary-Treasurer will be in charge of informing all Council candidates about the exact date and time of the post-Congress Council meeting so that travel arrangements can be booked taking into consideration this meeting to which they will have to participate if elected;
6. He/she is the person responsible for granting the FERA title;
7. During his/her term, he/she is included, ex-officio, in the following Committees/Boards/Initiatives:
  - a. ERBP;

- b. YNP (as an advisor with no vote);
  - c. One of the directors of ERA-Eurocongress Ltd, ERA-EDTA's Subsidiary Company;
  - d. One of the directors of Euromeetings srl, a Subsidiary Company fully owned by ERA-Eurocongress Ltd;
8. He/she is entitled to receive secretarial help (normally this is provided by the ERA-EDTA Operative Headquarters).

### **III. Renal Science Chair/Chair of the Administrative Offices.**

1. He/she is responsible for the coordination of activities related with basic science and translational research in nephrology;
2. He/she is also responsible of representing, within the Council, all ERA-EDTA WGs and monitoring their activities;
3. He/she is the Officer responsible for the coordination of the CEPD, in collaboration with the CEPD Chair, and of the SEID;
4. He/she is in charge of all the income generated by the activities of the Society (Congress activity; Membership activity; industry relations/sponsorships, etc.);
5. He/she is in charge of following all membership matters, including verifying all materials sent to members (in collaboration with the ERA-EDTA Operative Headquarters);
6. He/she is responsible for the organisation of the annual ERA-EDTA Congress (in collaboration with the ERA-EDTA Operative Headquarters/Group).
7. He/she is the Officer responsible, within the Council, of the ERA-EDTA Operative Headquarters/Group and its staff.
8. He/she is the person responsible for advertising and visibility matters, with the help of the ERA-EDTA Operative Headquarters/Group.

9. He/she is responsible for giving the authorisation for ERA-EDTA Group payments above EUR 50,000.00 only if the Secretary-Treasurer is not available.
10. During his/her term, he/she is included, ex-officio, in the following Committees/Boards/Initiatives:
  - a. SAB;
  - b. CEPD (he represents the CEPD Chair within the Council);
  - c. SEID (Chair);
  - d. GNC;
  - e. Congress Scientific Committee;
  - f. One of the directors and the Chair of ERA-Eurocongress Ltd, ERA-EDTA's Subsidiary Company (he/she is in charge of recording the Minutes of the meetings of said Company);
  - g. He/she is entitled to receive secretarial help (provided by the ERA-EDTA Operative Headquarters/Group).

#### **IV. NDT Editor-in-Chief.**

1. He/she is in charge of nominating the Editorial Board: all nominations however must be approved by Council before they are effective;
2. He/she is responsible to the Council for all matters concerning publication of the Journal and supplements; furthermore he/she is responsible for obtaining and editing all material to be published and for maintaining the good quality of the Journal;
3. He/she is responsible to the Council for negotiating and obtaining the Journal publishing agreement which shall be signed by the President of the Association;
4. He/she is entitled to receive secretarial help (normally provided by the ERA-EDTA Operative Headquarters/Group).

## **V. Clinical Nephrology Governance Chair/Chair of the Registry.**

1. He/she is responsible for the coordination of all ERA EDTA activities impacting upon clinical and transitional science, from the epidemiology of renal diseases to evidence-based nephrology and advisory for the activities of ERA EDTA's participation in the European Kidney Health Alliance (EKHA);
2. He/she is in charge of coordinating the work of the ERA-EDTA Registry Committee and all the activities of the ERA-EDTA Registry;
3. He/she is responsible for negotiating a contract with the eventual Institute in charge of taking care of the work of the Registry. The contract must be signed by the President on behalf of the Council;
4. He/she is responsible for preparing the finalised accounts for all the ERA-EDTA Registry work as well as the ERA-EDTA Registry Committee expenses (for this last matter he/she will be assisted by the ERA-EDTA Operative Headquarters), as well as the budgets for future activities – that must be presented to Council on an annual basis for official approval;
5. He/she is in charge of the Minutes of all the ERA-EDTA Registry Committee meetings, that then must be forwarded to the ERA-EDTA Secretary-Treasurer for the archive and eventual consultation;
6. During his/her term, he/she is included, ex-officio, in the following Committees/Boards/Initiatives:
  - a. Registry(Chair). This role also includes being an ERA-EDTA Official Representative in DOPPS and in the ESPN/ERA-EDTA Registry;
  - b. SAB;
  - c. CEPD;
  - d. SEID;
  - e. NPPC (Chair);
  - f. Congress Scientific Committee;
  - g. ERBP (official representative within the Council).

*Last approval by the ERA-EDTA Council done by email vote on February 19, 2019 (recorded in the minutes of the Council meeting held in London (U.K.), February 21-23, 2019).*

