

## Role description for the position of National Societies Representative to the Meeting of Members

### The Meeting of Members (MoM)

The MoM consists of 51 representatives from Ordinary (i.e. Specialist) Member Societies and 30 representatives from National Member Societies. The latter are elected to the MoM by the National Societies Forum (NSF). The MoM convenes at least once a year to discuss and pass resolutions, approve the admission of new members, elect major UEG officers, and get up to date on UEG business.

### Role Description

Tasks of the National Societies Representatives to the Meeting of Members

- Representing the voice of all UEG National Member Societies
- Facilitating information transfer between the Meeting of Members and the National Societies Forum
- Developing and supporting future strategies and activities for UEG and the National Member Societies
- Maintaining a good two-way communication with their national society

### Person Specification

National Societies Representatives to the Meeting of Members

- have broad experience in gastroenterology and related fields
- acquire and maintain a good understanding of UEG's structure and mission and are ready to share responsibility in shaping the future of the organisation
- are ready to promote UEG's initiatives and disseminate information
- provide good organisational skills and show the ability to work across organisational and cultural boundaries
- have good command of spoken and written English
- are [myUEG Associates](#) or [myUEG Young GI Associates](#) who make regular and proficient use of provided online tools to help strengthen the community
- reside in Europe and the Mediterranean area (countries that are bordering the Mediterranean Sea)

UEG unites individuals of all genders, ages, backgrounds, ethnicities, abilities, and experiences. We are proud to have achieved increased participation of women and young talents in the last few years. We continue to strive for equality of opportunity and inclusion and invite a diverse field of applicants for this position.

### Volunteer time commitment

National Societies Representatives to the MoM shall be willing and able to spend a decent amount of time on fulfilling their role. They must prepare for and follow-up on three meetings a year (MoM and NSF, held physically or virtually), ad hoc extra-ordinary meetings if needed, and stay in e-mail contact. Personal meeting attendance is mandatory and usually requires travelling to Vienna and other European meeting venues.

### Benefits

National Societies Representatives to the Meeting of Members benefit from

- stimulating activities that contribute to meaningful goals in digestive health
- professional networking opportunities across specialties in digestive health
- belonging to a diverse, international community
- free registration for UEG Week
- the continuous support of highly dedicated staff at the UEG Headquarter in Vienna

### Recommended reading

We recommend that candidates view the [UEG Statutes](#), the [Rules of Procedure](#), the [UEG Strategic Plan 2023-2026](#), the [Meeting of Members](#) and the [National Societies Forum](#) on UEG Website. If you require any further information, please do not hesitate to contact Ms. Andrea Nowak: [a.nowak@ueg.eu](mailto:a.nowak@ueg.eu)