

DUTIES AND BENEFITS OF THE ERA EX-OFFICIO 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 will preside over any Council meeting or General Assembly or Congress that he/she attends and have a second or casting vote at such meetings (where votes are held);
3. He/she must ensure that all the activities of the Association are conducted in accordance with its objects following the Constitution/Rules;
4. 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;
5. The President is responsible for granting ERA endorsements (in collaboration with the Council when needed as specified in the internal regulations);
6. The President is responsible for granting ERA non-financial support in collaboration with the Secretary-Treasurer and the Renal Science Chair;
7. The President is responsible for evaluating/scoring the Industry Symposia for the annual ERA Congresses, in collaboration with the Secretary-Treasurer and the Renal Science Chair;
8. The President is the ERA representative in other Societies and/or initiatives of third parties endorsed/supported by ERA;
9. 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.);

10. 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.);
11. 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 and signing of the Minutes of the Meetings; for informing the ERA speakers/chairs and representatives in events organised by third parties, as well as for receiving their report after the event; for signing all ERA 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;
12. During his/her term, he/she is included, ex-officio, in the following Committees/Boards/Initiatives:
- a. ERA Registry;
 - b. Co-President ERA Congresses;
 - c. SAB (Chair);
 - d. EKHA Representative
 - e. Congress Scientific Committee;
 - f. ERBP;
 - g. SEID;
 - h. GNC;
 - i. One of the directors of ERA-Eurocongress Ltd, ERA's Subsidiary Company.
- b. He/she is entitled to receive secretarial help (normally this is provided by the ERA HQ).

II. Secretary-Treasurer.

1. He/she is responsible for all the Society's financial activities;
2. He/she is responsible for all the ERA Group payments, in collaboration with the ERA 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 payments above this amount a previous authorisation by the Secretary-Treasurer or the Renal Science Chair is mandatory;
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 and signing of the Minutes of the Meetings; for informing the ERA speakers/chairs and representatives in events organised by third parties, as well as for receiving their report after the event; for signing all ERA 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 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. He/she is responsible for granting ERA non-financial support in collaboration with the President and the Renal Science Chair;
8. He/she is responsible for evaluating/scoring the Industry Symposia for the annual ERA Congresses, in collaboration with the President and the Renal Science Chair;

9. During his/her term, he/she is included, ex-officio, in the following Committees/Boards/Initiatives:
 - a. ERBP;
 - b. GNC;
 - c. YNP (as an advisor with no vote);
 - d. One of the directors of ERA-Eurocongress Ltd, ERA's Subsidiary Company.
10. He/she is entitled to receive secretarial help (normally this is provided by the ERA HQ).

III. Renal Science Chair.

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 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 responsible for granting ERA non-financial support in collaboration with the President and the Secretary-Treasurer;
6. He/she is responsible for evaluating/scoring the Industry Symposia for the annual ERA Congresses, in collaboration with the President and the Secretary-Treasurer;
7. He/she is in charge of following all membership matters, including verifying all materials sent to members (in collaboration with the ERA HQ);
8. He/she is responsible for the organisation of the annual ERA Congress (in collaboration with the ERA HQ and appointed PCO);

9. He/she is the Officer responsible, within the Council, of the ERA HQ and its staff;
10. He/she is the person responsible for advertising and visibility matters, with the help of the ERA HQ;
11. He/she is responsible for giving the authorisation for ERA Group payments above EUR 50,000.00 if the Secretary-Treasurer is not available;
12. 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's Subsidiary Company (he/she is in charge of recording the Minutes of the meetings of said Company);
13. He/she is entitled to receive secretarial help (provided by the ERA Operative Headquarters/Group).

IV. Clinical Nephrology Governance Chair.

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;
2. He/she is in charge of coordinating the work of the ERA Registry Committee and all the activities of the ERA 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 Registry work as well as the ERA Registry Committee expenses (for this last matter he/she will be assisted by the ERA HQ), 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 Registry Committee meetings, that then must be forwarded to the ERA 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).
 - b. ERA Official Representative in: DOPPS, in the ESPN/ERA Registry and in the KHI;
 - c. SAB;
 - d. CEPD;
 - e. SEID;
 - f. GNC;
 - g. SEID;
 - h. NPPC (Chair);
 - i. Congress Scientific Committee;
 - j. ERBP (official representative within the Council).

Last up-date: September 2021