



ESMO Young Oncologist Committee

Job description – Committee Members

The Young Oncologists Committee (YOC) provides opportunities to strengthen the skills, knowledge and expertise of Young Oncologists (YO), while providing a platform for networking with other young medical oncologists and oncology professionals. The YOC creates and implements educational programmes and career development activities aimed at addressing the medium, and current long-term issues associated with the daily practice of YOs

Activities and Responsibilities of the YOC:

- Integrating the activities of the YOC into those of ESMO with the objective of developing Europe's oncology leaders of the future
- Developing the ESMO YO Track during the ESMO Congresses and at ESMO tumour-specific meetings
- Informing the ESMO Executive Board about career development issues that YOs are faced with
- Enhancing YO expertise for future practice and career development
- Creating a global YO network where common issues can be shared and debated

The YOC members will preferably have a close relationship with the national YO group or activities of the national society, or be actively engaged with ESMO activities.

DEFINITION OF MANDATE

YOC members will serve a two-year mandate, which may be renewed for an additional 2 mandates. Mandates can begin during a calendar year, but the official term will start from 1st January of the following year for a 2-year period.

NOMINATION PROCESS

YOC members can be suggested by either:

- Individual application by the person
- A national YO group or National Society (this is especially true for countries, where ESMO has a reciprocal agreement with the National Society)
- A current member of the YOC who is stepping down from the position at the end of mandate.
- Identifying YOs who significantly contribute to YOC activities

In all cases, the nomination of a new member is subject to approval by the YOC committee.

PROFILE OF CANDIDATE

- A YOC member must be no older than 40 years at the time of starting the mandate
- ESMO member
- Working in Europe
- Willing to dedicate the necessary time to fulfil the role effectively and respond in a timely manner
- Experience from contributing to or managing projects within national YO organisations or institutions would be a plus (at least a solid relationship with national YO group(s) and/or initiatives is required)
- Thorough understanding and overview of national and international issues of education, training and fellowships possibilities in the area of medical oncology
- Experience from regular participation in ESMO organised congresses would be an advantage
- Strong networking skills
- Fluent English

COMMITMENT

- Maintain regular contact with ESMO head office and the YOC chair as required
- Respond promptly to emails and phone calls
- Attend two face-to-face committee meetings and approx. 3-4 telephone conferences per year
- May be asked to deliver presentations about ESMO YOC at meetings
- Serve on other ESMO committees, upon invitation
- Members must commit to being active within the committee and agree to the job description, if not the committee reserves the right to rescind their officer status
- Outgoing members are invited to provide an advisory role to help the new member in the transition, after the end of their mandate (without voting right in the committee)

TASKS

- Suggest and participate actively in projects and be involved in ESMO and YO initiatives, as appropriate, and as a minimum, participate at least once in any of the ongoing YOC projects.
- Take on the role of project manager for at least one project during the mandate of two years, either single handed or in collaboration with other committee members
- Follow up on action points by the set deadline
- Facilitate and encourage networking on a global level both within YOC and the general community of ESMO YO members, including national YO groups as well as to individuals within own network.



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- Assist in the promotion of YO and ESMO initiatives, as well as ESMO membership, acting as young Ambassadors for ESMO
- Give official presentations about YOC activities and ESMO to YOs, as required, on national and international level and assist in the promotion of and information about ESMO, e.g. in case of a YO session and/or at the ESMO booth during national/regional oncology meetings.

MEANS PROVIDED BY ESMO TO FULLFILL THE ROLE

- Two annual meetings – one during congress and another during spring - including follow up: minutes, presentations, action points
- Set up of telephone conferences for the entire YOC (3-4 per annum) or project related, as needed
- Dedicated ESMO Staff Member who provides project management support
- Assistance in the set up and communication of YO related sessions during national congresses
- Centralisation and management of internal communication of the YOC group.
- Communication tools and distribution of dedicated YO E-news (monthly issues), in order to promote activities and initiatives of specific interest for YO.
- YO Corner on esmo.org - development and continuous updates of the YO dedicated pages Ambassador Toolkit in order to promote ESMO and YO activities to the YO community, including ESMO corporate PowerPoint slides adaptable to specific needs, membership and YO promotional material (including brochures and posters about membership benefits and YOC initiatives), selection of scientific material, etc.
- Maintenance of the closed ESMO YO Facebook group

For additional information and questions, please contact us: yoc@esmo.org