ESCMID Membership Counsellor

ESCMID strives continuously to increase the transparency in its procedures and involvement of members, external partners and employees, and to take their input into consideration. To this aim, ESCMID has established a position of ESCMID Membership Counsellor, a contact person for all ESCMID affiliates. The Counsellor represents an additional conduit by which the ESCMID community may discuss ideas, problems and issues within the Society.

ESCMID Operating Procedures for the ESCMID Membership Counsellor

1) Definition
The ESCMID Membership Counsellor (EMeC) is a supporting figure for members and affiliated partners of the Society, representing their interests. He/she also provides a forum for raising new ideas on how to improve and optimize the Society. Although the EMeC is an ad hoc Executive Committee (EC) member elected by the ESCMID EC (see “Appointment”), he/she acts as a neutral person and reports directly to the President of the Society. The EMeC does not have any other role in the management of the organisation.

2) Responsibilities
a) The EMeC improves and optimizes societal activities and deals with concerns and complaints within the Society.

b) As a designated neutral dispute negotiator, he/she offers autonomous, fair and informal assistance to members and partners of the Society.

c) He/she provides mediation in case of conflict situations between affiliates of the Society and gives constructive feedback to resolve these issues.

d) The EMeC is a supporting figure without any legal authority and powers. He/she cannot initiate legal investigations, demand disclosure of documents, conduct inspections, provide protection to the complainant from possible acts of retaliation. The EMeC cannot directly make a report to authorities in case of suspicious of criminal relevant conduct.

3) Managing procedures and decisions
a) The EMeC has a designated e-mail address (counsellor@escmid.org) to which all relevant matters by above mentioned parties should be forwarded.

b) Although the EMeC acts neutrally, he/she may seek advice from the ESCMID EC or its individual members before offering mediation or assistance.

c) All relevant correspondence by the EMeC should be carbon copied (cc’ed) to the President and respective officer(s) of the ESCMID EC. The Chief Operating Officer of ESCMID is also cc’ed to file all documents and correspondence for
the official records of the Society.

d) The EMeC will only address issues relevant to societal activities and he/she will provide assistance only to members and partners who supply full identification. Anonymous issues cannot be handled unless they indicate a suspected significant breach of ethics principles, forgery or similar severe offences in the management of the Society. In the latter case, the EMeC immediately informs the ESCMID EC for further investigation.

e) The ESCMID EC is not obliged to act upon reports of the EMeC. However, his/her reports may have an informative and/or advisory role which may lead to decisions and/or actions by the ESCMID EC.

4) Appointment

a) The EMeC is appointed by the ESCMID EC. The term of office is two years with a maximum duration of eight years.