

PHUSE TERMS OF REFERENCE

SPECIAL PROJECTS DIRECTOR

1. POSITION DESCRIPTION

Serve as the strategic lead responsible for defining and executing identified projects across PHUSE activities.

2. OVERALL APPROACH

- 2.1 The Special Projects Director(s) will provide project leadership and support that is in line with the strategic direction defined by the PHUSE Board of Directors. Projects can be in support of any of the other Directors' portfolio and/or for exploration of new areas. Support will be provided by the PHUSE Office.
- 2.2 Directors will be appointed across global regions as needed. Together, they will agree on individual or joint project assignments.

3. SCOPE

- 3.1 With the PHUSE Board of Directors define the purpose and scope of internal board projects to be delivered.
- 3.2 With the PHUSE Board of Directors define the purpose and scope of PHUSE community projects to be delivered.
- 3.3 With the PHUSE Working Groups Director, identify individual projects that are strategically important for PHUSE where dedicated Board level sponsorship would be beneficial in supporting the project objectives.
- 3.4 Continuously explore and identify new and innovative areas of potential interest for PHUSE.
- 3.5 Provide project leadership and sponsorship to projects identified by the PHUSE Board of Directors.
- 3.6 Conduct market research to validate potential new collaboration opportunities and create business cases for their implementation.
- 3.7 Where areas of major interest are identified, form expert groups to discuss these, with the aim of forming an industry consensus.
- 3.8 Work closely with the PHUSE Office and other relevant parties to ensure, where appropriate, effective organisation of the communication around PHUSE special projects.

4. MEMBERSHIP

While it is not expected that a single Special Projects Committee will be required, individual projects can form committees as required including both project leads and participants as appropriate.

5. MEETINGS

Participate in two annual PHUSE Board meetings (preferably face-to-face) usually organised in conjunction with another major PHUSE event.

6. REPORTING

- 6.1 If required, prepare a written report of activities, recommendations and/or discussion items for consideration at each meeting of the Board of Directors (twice a year). This report may be based on (draft) minutes and/or any other appropriate supporting material.
- 6.2 A summary presented ahead of monthly Board calls (ten times per year).

7. DECISION MAKING AUTHORITY

- 7.1 The Director is free to act within the remit without further approval for non-event financial transactions from the Board of Directors unless the decision involves budgets above £2,500 that would require BoD approval.
- 7.2 Major or strategic recommendations of the Committee are subject to the approval of the Board of Directors.

8. FINANCIALS

The Director can claim expenses for incidental costs in discharging their duties (e.g. travel, subsistence) within the agreed allocated budget at the beginning of each calendar year.