Roles & Responsibilities

⬡ PHUSE Board of Directors

PHUSE is an independent, non-profit organisation registered as a not-for-profit limited company in the UK. There are currently two legal guarantors that sit on the Board of Directors. Together, these people drive all aspects of PHUSE including conferences, Single Day Events, membership and all other training and links within the industry. This allows a structured approach to enable growth of the organisation.

PHUSE Steering Committee

The PHUSE Steering Committee provides oversight to the Working Groups as well as developing content for the annual Symposium. The team consists of Working Groups Leads, FDA liaisons, industry representatives and members of the PHUSE Board and Office.

PHUSE Working Groups Office Support

- Set up Project calls, from seeking availability to sending out calendar invites and initiating the calls
- Generate agendas, capture and publish minutes/actions
- Onboard new Project members on MS Teams and Advance Hub
- Provide training and guidance on the use of PHUSE software tools
- Call for volunteers via our advertising channels
- Seek presenters for the PHUSE monthly webinars
- Support in the review process and publication of draft/final deliverables
- Feed Project progress upwards: Working Groups Leads, Steering Committee, PHUSE BoD
- Generate surveys; distribute and collate feedback
- Maintain PHUSE Advance Hub and MS Teams
- Highlight cross-collaboration opportunities through Project meetings
- Provide guidance on the deliverables and new Project request processes, including timelines
- Provide information on key dates such as event early bird, and Project deliverables
- Support the production of presentations and posters for meetings and events
- Provide corporate templates for Project-related tasks, updating when necessary
- Versioning of controlled documents
- Support in the planning of the annual CSS event

PHUSE Working Groups Leads

- Responsible for Projects within their Working Group, working to ensure the success of each Project
- Provide a single point of contact for Project Teams, and manage communications to and from the Steering Committee
- Propose new Projects to the Steering Committee
- Assure a well-defined, manageable Project scope, capable of being accomplished within a predetermined time frame
- Assure goals of the Project are attainable through a partnership within the context of the Working Group
- Assure the Project will have at least two Co-Leads and sufficient participating members to ensure success
- Provide an avenue of communication between the Steering Committee and the Project Leads to allow all Project Teams to be informed of Project-related information in a timely and appropriate manner
- Work with Project Leads to understand any Project issues that may affect the success of the Project and raise those issues to the Steering Committee for further discussion if needed
- Bring all Project deliverables to the attention of the Steering Committee for approval prior to deliverables being published in the public domain

Project Leads

Responsible for the overall success of the Project and for delivering Project results within agreed proposed timelines.

Manage all Project Team activities:
- Manage meetings
- Set expectations for the team
- Manage Project tasks
- Provide adequate communication to the team and WG Leads

Ensure Project Team deliverables are provided in a timely manner:
- Create well-reviewed and vetted deliverables
- Ensure cross-functional input and subject matter expertise
- Provide strategy for overcoming obstacles

Project Members

- Actively contribute and participate in Project calls
- Deliver on commitments to timelines
- Communicate effectively by providing high-level updates if absent from team calls