



ANNEX 2 CALL FOR NOMINATIONS TO WFSA OFFICERS 2024-2028¹

The Officers (Board) of the WFSA from 2024-2028 will be:

- President (2024-2026)
- President Elect (2024-2026 and President 2026-2028)
- Secretary
- Treasurer
- Director of Programmes
- Director of Partnerships
- Director of Memberships (*if this position is approved by the General Assembly*)

The General Assembly in 2024 will elect two Presidents who will split the four-year term into two equal two-year terms serving the first term as President and President Elect, and the second term as President. The elected officeholders will need to decide prior to the close of WCA2024 who serves the first term as President between them, or, if they cannot decide, this will be determined by a vote of the Council.

If the new structure of the Board is approved by the General Assembly in 2024, we will organise elections for President Elect, Treasurer, Secretary, Director of Partnerships, Director of Programmes and Director of Memberships in 2026.

I) SUBMISSIONS will be made online and must include:

1. A completed Application Form.
2. An abbreviated and up-to-date CV/resume (no more than three A4 pages)
3. A letter of motivation outlining what you will bring to the Board (max.1 page).
4. A passport-sized photograph.
5. A letter in which the nominating WFSA Member Society describes why they consider this candidate qualified for this position.

II) ELIGIBILITY

- A nominee for a position as an Officer must have served as a Delegate or an Alternate Delegate of a Member Society at the General Assembly and preferably should have served as a member of the Council.

¹ Should the General Assembly approve the revised Articles of Association and By-laws which provides for two-year terms of office for Council and Board, the term to be served by newly elected Council members would accordingly be 2024-2026, renewable twice. Board members who served from 2020, are able to apply for a further term from 2024, this would not be renewable again.

- Candidates, if elected, must participate in the first face-to-face meeting of the Board to take place during the World Congress in Singapore in March 2024, at their own expense.
- Candidates must show commitment and willingness to be active in the aims of the WFSA.
- Candidates whose Member Society is not in good standing order (good standing means being up to date with the payment of annual subscriptions) will not be considered.

III) NOMINATIONS & ELECTION

- The preliminary nominations for the positions of President, Secretary, Treasurer, Director of Partnerships, Director of Programmes and Director of Memberships are sent by the Council to the Member Societies for their information at least four (4) months prior to the meeting of the General Assembly.
- Counter, or additional, nominations may be made by three societies, acting collectively (one of which must be the Member Society to which the candidate is affiliated) 1 month before the General Assembly meets.
- All Nominations must be completed by the **20 October 2023** and there will be no extension of this deadline.
- Eligible candidates will be notified by the end of October 2023 of their inclusion on the slate, but final approval will rest with the General Assembly.
- The General Assembly will elect the Officers by secret ballot.
- Officers shall be elected to one four-year (4) term, not renewable.²

IV) PROCESS:

- The Officers are elected by the General Assembly by a voting process on the day.
- The initial list of the Officers' candidates will be circulated to the Member Societies 4 months before the GA and placed on the WFSA website together with brief CVs.
- Counter or additional nominations may subsequently be made by three Member societies acting together and such names shall be submitted to the WFSA Office, no later than 1 month before the GA. These names and CVs will be placed on the website too.
- The final list of Officers' candidates will be submitted to ballot at the General Assembly.

V) DUTIES:

² See note 1 above.

The proposed duties of the Board include:

- a. Carry out the daily management of the Federation according to the decisions of the General Assembly taking account of the recommendations of the Council;
- b. Appoint and dismiss the Chief Executive Officer (CEO) of the Federation;
- c. Take measures designed to further the purposes of the Federation;
- d. Prepare the agenda of the General Assembly and forward the same to the Member Societies with written notice of the Assembly time and place;
- e. Review the Constitution when deemed necessary and advise the Council and the General Assembly on proposed changes;
- f. Consider the names of candidates nominated by the member National Societies for membership on the Council and subsequently submit a list of possible nominees to the Council with recommendations;
- g. Receive and accept the annual audited financial accounts of the Federation;
- h. Approve and adopt the annual budgets proposed by the Treasurer and the Assistant Treasurer.
- i. Submit a recommended 4-year budget to the General Assembly every 4 years;
- j. Review the report of the Treasurer regarding the amount and manner of payment of the annual subscriptions and present a recommendation to Council and General Assembly for action;
- k. Review and approve the placement of the Federation's funds;
- l. Ensure that an Administrative Manual is maintained. This manual must be concurrent with policies and procedures established by the General Assembly and should be shared with the Council.
- m. Prepare an Agenda for Council meetings;
- n. Recommend to Council the Chairs and Members of the Committees; and
- o. Perform such other duties as are prescribed in the Articles of Association and By-Laws.

President

The President is the leader of the WFSA and its highest representative. The President chairs the General Assembly and the Board and represents the WFSA globally. Election for more than one (1) full term is prohibited.

Term of Office

The term of office of the President elected in 2024 extends from the close of the General Assembly at which the election took place until the close of the meeting of the General Assembly to be held in the second year after election (2026).

Eligibility

- Long association with the WFSA
- Has usually served on the Board
- Supported by own Member Society
- Good diplomatic, language and communication skills
- Demonstrable leadership experience (local, national, regional, international)
- Able to devote sufficient time to the role

The President role include:

- a. Be the overall leader of the WFSA and chair the Board;
- b. Preside over the meetings of the General Assembly, and the Board;
- c. Contribute to the mission of the WFSA;
- d. Be an ex-officio member of all other committees of the Federation; and
- e. Perform such other duties as are provided in the Constitution.

President Elect

Term of Office

The term of office of the President Elect elected in 2024 extends from the close of the General Assembly at which the election took place until the close of the meeting of the General Assembly to be held in the fourth year after election (on the understanding that such a person will hold the title of President as of the meeting of the General Assembly to be held in the second year after election). Election for more than one (1) full term is prohibited.

Duties

- a. Be a member of the Board;
- b. Deputise for the President as required;
- c. Assume the role of President if for any reason the President is unable to perform their duties;
- d. Contribute to the mission of the WFSA;
- e. Perform such other duties as are provided in the Constitution.

Secretary

Term of Office

The term of office of the Secretary extends from the close of the General Assembly at which the election took place until the close of the meeting of the General Assembly to be held in the second year after election. If the updated governance documents are approved by the General Assembly in 2024, re-election for a second and third term is possible.

Duties

The Secretary role include:

- a. Serve as the Secretary of the General Assembly and the Board;
- b. Execute all official documents when an official signature is required, although the Board may authorize any other member of the Board or the CEO to execute official documents when necessary or appropriate;
- c. Supervise the safekeeping of all records in the Federation headquarters other than those pertaining to financial matters;
- d. Notify all Member Societies of all meetings of the Federation (international, regional and national);
- e. Forward to all Member Societies an Annual Report of the Federation;
- f. Inform the Director of Programmes regularly of all affairs of his office;
- g. Be a member of the Constitution Committee;
- h. Perform such other duties as provided in the Constitution.

Treasurer

Term of Office

The term of office of the Treasurer extends from the close of the General Assembly at which the election took place until the close of the meeting of the General Assembly to be held in the second year after election. If the updated governance documents are approved by the General Assembly in 2024, re-election for a second and third term is possible.

Duties

The Treasurer shall:

- a. Act as the official custodian of all funds of the Federation, except as otherwise specifically provided in the Constitution;
- b. Be responsible for detailed accounting of all receipts and disbursements and the safekeeping of the financial records and securities of the Federation as detailed in the Administrative Manual;
- c. Submit a written report at each meeting of the Board, Council, and the General Assembly concerning the financial transactions of the Federation, the funds in his care, and the actions he has taken as Treasurer;
- d. Submit an annual budget for approval to the Board;
- e. Report annually to the Board on the payment of annual subscriptions by Member Societies;
- f. Recommend a per diem allowance to servants of the Federation, when appropriate, subject to approval by the Board;
- g. Inform and consult with the Director of Partnerships on all financial matters of the Federation;
- h. Lead the financial and investment strategy of the Federation; and
- i. Perform such other duties as provided in the Constitution.

Director of Programmes

Term of Office

The term of office of the Director of Programmes extends from the close of the General Assembly at which the election took place until the close of the meeting of the General Assembly to be held in the second year after election. If the updated governance documents are approved by the General Assembly in 2024, re-election for a second and third term is possible.

Duties

The Director of Programmes shall:

- a. Be a member of the Board;
- b. Provide oversight of WFSA Programmes;
- c. Work with the Secretariat and Committee Chairs to coordinate planning and delivery of WFSA Programme activities;
- d. Ensure adequate reporting of Committee activities by Committee Chairs;
- e. Provide technical knowledge and clinical know-how to the Secretariat;
- f. Take over the duties of the Secretary if the Secretary cannot fulfil those duties for whatever reason;
- g. Support the Secretary as required in the completion of duties;

Director of Partnerships

Term of Office

The term of office of the Director of Partnerships extends from the close of the General Assembly at which the election took place until the close of the meeting of the General Assembly to be held in the second year after election. If the updated governance documents are approved by the General Assembly in 2024, re-election for a second and third term is possible.

Duties

The Director of Partnerships shall:

- a. Be a member of the Board;
- b. Lead the external partnerships strategy of the Federation and encourage full involvement across the organisation;
- c. Foster relationships with industry, philanthropy, institutional donors and other stakeholders who share the aims of the Federation;
- d. Promote and monitor the Federation's income generation activity to help meet programme requirements;
- e. Take over the duties of the Treasurer if the Treasurer cannot fulfil those duties for whatever reason; and
- f. Support the Treasurer as required in the completion of duties.

Director of Memberships

Term of Office

The term of office of the Director of Memberships extends from the close of the General Assembly at which the election took place until the close of the meeting of the General Assembly to be held in the second year after election. If the updated governance documents are approved by the General Assembly in 2024, re-election for a second and third term is possible.

Duties

The Director of Memberships shall:

- a. Be a member of the Board;
- b. Lead the membership engagement strategy of the Federation and encourage full involvement across the organisation from all Member Societies;
- c. Maintain a Register of Member Societies;
- d. Work with the CEO and Memberships Officer to ensure the value of WFSA membership is communicated to Member Societies in the most appropriate way;
- e. Take over the duties of the Director of Programmes if the incumbent cannot fulfil those duties for whatever reason; and
- f. Support the Director of Programmes as required in the completion of duties.