



## **WFSA Director of Programmes**

### **Duties as set out in the WFSA By-Laws (2024)**

The Director of Programmes shall:

- a. Be a member of the Board and an observer at Council;
- b. Be an ex-officio member of all Permanent Committees;
- c. Provide oversight of the Federation's Programmes;
- d. Work with the Secretariat and Committee Chairs to coordinate planning and delivery of Programme activities;
- e. Ensure adequate reporting of Committee activities by Committee Chairs;
- f. Take over the duties of the Secretary if the Secretary cannot fulfil those duties for whatever reason;
- g. Support the Secretary and the Director of Memberships as required in the completion of their duties;
- h. Communicate regularly with the Secretary and the Director of Memberships on all affairs of their office;
- i. Perform such other duties as are provided in the Articles of Association and By-Laws.

### **Term of office**

The Director of Programmes is elected for a term of 2 years. They are eligible for re-nomination and re-election for a further second and third 2-year term, for a total of 6 years.

### **Further information on the role**

The Director of Programmes is expected to work closely with the WFSA Secretariat in the implementation of programmatic work streams such as the delivery of educational courses, Fellowships and ad hoc projects. As the position is not only strategic but also operational, it is useful for the incumbent to be well-versed in and experienced with project implementation.

The position will entail regular virtual meetings with the programme team in the WFSA Secretariat, presentations on WFSA's work to prospective and current project partners, as well as a willingness to use their own networks to develop contacts and leads for WFSA.

As the effective 'Chair of Chairs' of all WFSA Permanent Committees, time will also need to be spent in liaising with individual Committee Chairs, reporting on their behalf to the Board on Committee activities and working with the WFSA Council Chair to ensure appropriate reporting by the Committees to that body.

The postholder will be responsible for managing the performance of the Editors-in-Chief of Update in Anaesthesia (UIA), Anaesthesia Tutorial of the Week (ATOTW), Anaesthesia Online Learning Community (AOLC) and ad hoc educational Working groups.

The Director of Programmes is also representing WFSA or nominates clinical leads to boards or steering committees of WFSA partners in education, such as INSPIRE, EPM, SAFE, VAST and others.

The postholder is also the Board lead, together with the Director of Memberships, for WFSA endorsement of educational activities either run by members or other external organisations.

The incumbent is expected to attend all Board meetings which are scheduled online monthly and one to two in-person meetings per year. If they cannot attend these, a proxy vote should be given to a fellow Board member of their choice.

The Director of Programmes is also expected to:

- Attend Council meetings and General Assemblies, virtually or in-person.
- Maintain active engagement in the strategic priorities of WFSA.
- Perform any other tasks assigned by the Board or the President.
- Comply with WFSA constitutional documents, policies, code of conduct and conflict-of-interest requirements.

The position of Director of Programmes comes with significant time commitments, and the post-holder will be required to dedicate considerable time to meeting preparations, follow-up on Board actions, and representational duties. Consequently, the Director of Programmes must be able to maintain a healthy work-life balance while fulfilling their varied responsibilities.

The Director of Programmes is supported in their work by the WFSA Head of Programmes and team whom they usually have monthly meetings and as needed, the CEO and wider Secretariat.

The Director of Programmes is a volunteer position, as are all the leadership positions in the WFSA. No honorarium is expected, and the reimbursement of travel costs is made according to the relevant policies and within agreed budget limits.

### **Eligibility**

The candidate for Director of Programmes position should:

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- Be a member of a WFSA Member Society in good standing with the Federation.
- Have proven leadership experience in anaesthesia, critical care, and pain medicine at national, regional, or international levels.
- Have a strong commitment to WFSA's mission, vision, and global collaboration.
- Preferably have served as a WFSA Council member or Committee Chair.