



WFSA Secretary

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

The Secretary shall:

- a. Be a member of the Board and an observer at Council;
- b. Be a member of the Constitution Committee;
- c. Serve as the Secretary of the Federation;
- d. Represent the Federation acting jointly with another Board member;
- e. Execute all official documents when an official signature is required, although the Board may authorise any other member of the Board or the CEO to execute official documents when necessary or appropriate;
- f. Supervise the safekeeping of all records in the Federation headquarters other than those pertaining to financial matters;
- g. Supervise the organisation of elections to different posts in the Federation;
- h. Supervise the updating of the Administrative Manual and policies of the Federation in line with the Articles of Association and By-Laws;
- i. Notify all Members of all meetings of the Federation (international, regional and national);
- j. Forward to all Members an Annual Report of the Federation;
- k. Communicate regularly with the Director of Programmes and the Director of Membership on all affairs of their office;
- l. Perform such other duties as are provided in the Articles of Association and By-Laws.

Term of office

The Secretary 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 Secretary's role requires a particular focus to be paid to the constitutional and regulatory requirements WFSA must meet as an Association registered in the Netherlands with 501(c)(3) status in the USA. Collaboration with the Treasurer should be anticipated on any financial reporting issues.

The Secretary is responsible for the constitutional documents of the Federation – Articles of Association and By-Laws – and for ensuring that these are updated as required by a change in organisational circumstances or new legal requirements. The Secretary is responsible for

the Board's annual review of the WFSA Administrative Manual, organisational policies, and agendas and minutes of the Board and General Assembly meetings as prepared by the governance team. The Secretary also leads the nomination and election process for new bodies of WFSA.

The Secretary oversees the historical records of the Federation, many of which are archived with the Wood Library-Museum of Anesthesiology in Schaumburg, Illinois, and the role of Honorary Historian, a Board-appointed volunteer role.

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 Secretary is also expected to:

- Attend Council meetings and General assemblies, virtual 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's constitutional documents, policies, code of conduct and conflict-of-interest requirements.

The position of Secretary 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 Secretary must be able to maintain a healthy work-life balance while fulfilling responsibilities.

The Secretary is supported in their work by the WFSA governance team, with whom they usually have monthly meetings and as needed, the CEO and wider Secretariat. The Secretary will schedule regular meetings of the Board members with the whole Secretariat.

The Secretary 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 the budget limits.

Eligibility

The candidate for Secretary should:

- 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 or Committee member.