

From: Dr. Graham Beastall - Chair, IFCC Nominations Committee
Date: 29th January 2019
Ref: Call for nominations for the election of the next Executive Board

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**To: Full Member Societies' National Representatives and Presidents
Executive Board
Divisions' Executive Committees
Committees, Working Groups and Task Forces' Chairs
IFCC Regional Federations' Presidents**

Dear Colleagues,

The IFCC Nominations Committee is announcing the schedule for the election of the IFCC Executive Board (EB) for service from January 1st, 2021 to December 31st, 2023. IFCC Full Members' Societies can consider appropriate candidates for the various positions on the EB.

The election to the IFCC EB is a major step for the operational and strategic management of the Federation based on global partnership to strengthen the IFCC community. The EB team should develop a common vision based on a federal approach, which respects the diversity of cultures.

We invite you to propose candidates with a strong work ethic and vision who will commit to the Federation to assure a sustainable IFCC future, in a changing health care environment.

Below, you can find a summary of the election plan for the various EB positions.

The first call for nominations is for the IFCC President's position, whose term of service will begin on January 1st 2020, as President-elect, to be confirmed as President, for the time in office January 1st 2021 – 31st December 2023.

1. PRESIDENT election

- 1st February - 30th April 2019: call for nominations (this letter)
- 1st – 31st May 2019: Nominations Committee determines the eligibility of each candidate and sets the slate for the IFCC President Elect in 2020, for time in office 2021-2023.
- 1st June – 31st August 2019: Slate of candidates is distributed widely throughout IFCC
- **1st – 30th September 2019: Electronic ballot**
- By 31st October 2019: Results announced
- 1st January 2020: President Elect term begins.

2. SECRETARY, TREASURER election

- 1st July – 30th September: call for nominations
- 1st – 31st October 2019: Nominations Committee determines the eligibility of each candidate and sets the slate for the IFCC Secretary and Treasurer for time in office 2021-2023.
- 1st November – 31st December 2019: Slate of candidates is distributed widely throughout IFCC
- **1st - 31st January 2020: Electronic ballot**
- By 29th February 2020: results announced

3. EXECUTIVE BOARD MEMBERS (REGIONAL MEMBERS) election

- 1st September – 30th November 2019: call for nominations
- 1st – 31st December 2019: Nominations Committee, upon consultation with the respective Regional Executive Committee/Board determines the eligibility of each Regional Candidate. The IFCC office sets the slate for the candidates for time in office 2021-2023.
- 1st– 31st January 2020: Slate of candidates is distributed widely throughout IFCC
- **1st - 29th, February 2020: Electronic Ballot**
- By 31st March 2020: results announced

4. CORPORATE MEMBER (election to be held by Corporate Members Representatives only)

- 1st September – 30th November 2019: call for nominations
- 1st – 31st December 2019: Nominations Committee determines the eligibility of each candidate and sets the slate for the candidates for time in office 2021-2023
- 1st– 31st January 2020: Slate of candidates is distributed widely throughout IFCC
- **1st - 29th, February 2020: Electronic Ballot**
- By 31st March 2020: results announced

The elected 2021-2023 EB Members will be presented at the IFCC Council in Seoul on 24th May 2020.

Additional Information:

The Nominations Committee will administer the voting process by checking the validity of the nominations, administering the electronic ballot and announcing the elected candidates.

The IFCC Statutes and Rules require that no person may serve more than 6 consecutive years in an elected position on the EB. Thus current elected members of the EB who are not eligible for election are *Tomris Ozben (TR)* and *Rolf Hinzmann (DE)*.

IFCC Statutes and Rules state the following concerning the nomination process. Nominees and National Societies should be aware of these Rules.

- I. 1.1 (Rules): “The voting members of Council are the formal representatives of Full Members (ref. Statutes 5.2 and 5.3). Only those Full Members in good standing are eligible to vote. The determination of those in good standing will be made by the Executive Board. (ref. to Rule 6.2.1)”.
- II. 6.2.1. (Rules): “Each nominee for office shall give written consent and provide consent of their National Society to indicate acceptance of office if they were to be elected. The nominee's National Society is defined as the IFCC member for the country in which the nominee spends the majority of their time working in Laboratory Medicine. Only members of Full Members in good standing at the time of solicitation are eligible for consideration”.

The Nominations Form:

The official nominations form (included with this letter) must be used and completed in detail (at this stage only for the position of President). The form is structured to encourage candidates to provide information about themselves, their activities within IFCC and their National Societies, and a position statement on what they see as important issues facing the IFCC. This information will be provided to the IFCC Full Members who are the voting members of the IFCC Council, enabling them to select their preferred candidate in the ballot. Nominations for the position of President should be submitted no later than 30th April 2019.

The process of nominating and electing members to the next EB is important for the future of the IFCC and I hope that you will discuss it within your National Society and among those who are already active within the IFCC structure. If you have any questions about the procedure, please do not hesitate to contact me or any other member of the Nominations Committee. Their names and Email addresses are on the front of this letter.

Sincerely Yours,

Graham Beastall



Chair
Nominations Committee

EXECUTIVE BOARD POSITIONS: DESCRIPTION AND COMMITMENT:

PRESIDENT

1. Able to commit up to 35 hours per week to IFCC not including physical attendance at meetings. (In addition to two or three EB meetings per year, the President receives many invitations to attend regional and national conferences.)
2. Chairs Executive Board
Chairs Council
Chairs meetings of IFCC with other organisations.
Serves as IFCC representative to most other organisations (although in many cases can and should delegate this responsibility).
Signs contracts on behalf of IFCC.
Has co-signatory authority for cheques for IFCC.
Has ultimate responsibility for managing affairs of IFCC and makes interim decisions between meetings of Executive Board although such decisions do require ratification by the Executive Board at the first available opportunity.
May attend and participate in meetings of all Divisions, Committees, Working Groups and Task Forces of IFCC.
Assumes other responsibilities as agreed upon by the Executive Board.
3. Has primary responsibility for ensuring smooth operation of IFCC and of setting its overall direction. Has extensive correspondence with organisations with which IFCC has relationships, with representatives of Members of IFCC and with Chairs and Members of IFCC operating units. The President must have good communication skills and an excellent command of the of English language.
4. Must have access to reliable electronic, telephone and postal communications.

SECRETARY

1. Able to commit up to 20 hours per week to IFCC not including physical attendance at meetings.
2. Member of Executive Board
Non-voting member of Council
Develops agenda for Executive Board meetings and schedules these meetings.
Takes minutes of Executive Board meetings.
Has liaison responsibility from Executive Board to Full and Affiliate Members.
Has primary responsibility for ensuring implementation of Executive Board decisions.
Has primary responsibility for setting up meetings of IFCC Executive Board with representatives of other organisations and of members of actual or potential Members of IFCC and developing agendas for such meetings and recording their minutes.
Develops the agenda for, and records minutes of Council meetings both when meetings are held physically and by conference call.
Prepares ballots for electronic voting and collates responses.
Has oversight responsibility for the IFCC Office, with the advice and assistance of the President.
Assumes other responsibilities as assigned by President and Executive Board.
3. Has considerable correspondence with members of IFCC Member organisations, with members of IFCC operating units and other individuals. Must have excellent understanding of the English language.
4. Must have access to reliable electronic, telephone and postal communications.

TREASURER

1. Able to commit up to 12 hours per week to IFCC, not including physical attendance at meetings.
2. Member of Executive Board
Non-voting member of Council
Has the primary responsibility for preparing the budget of IFCC and monitoring the adherence of operating units of IFCC to their budgeted allocation. Maintains detailed records of all transactions.
Member of the Finance Advisory Committee.
Corresponds with Membership over fiscal matters.
Monitors payments by Members to IFCC
Makes recommendations to the Executive Board for changes in dues structure.
Maintains close liaison with the IFCC banks.
Receives requests for payments and authorizes disbursement by the IFCC banks.
Has primary signatory authority for cheques for IFCC.
Works with IFCC investment bank to optimise the financial return on IFCC investments.
Arranges an annual audit with a recognised and reputable firm of auditors.
Assumes other responsibilities as assigned by President and Executive Board.
3. Overall functions as chief financial advisor to Executive Board and IFCC. Has much correspondence with Members of IFCC operating units in relation to reimbursements of expenses, with Chairpersons in relation to budgets and with Members in relations to dues payments. Must have understanding of accounting principles and experience with budgets.
4. Must have access to reliable electronic, telephone and postal communications.

EXECUTIVE BOARD MEMBER (REGIONAL MEMBER)

1. Able to commit up to 6 hours per week to the IFCC not including physical attendance at meetings.
2. Member of Executive Board for the full three-year term of the Board
Non-voting member of Council
Has responsibility as Executive Board liaison to one or more IFCC functional units
Assumes other responsibilities as assigned by President and Executive Board.
Has an obligation to respond and express an opinion on all policy matters and organisational questions circulated within Executive Board.
3. Has responsibility for ensuring effective two-way communication with the Executive Board/Committee of the Regional Federation which elected him/her.
4. Must have access to reliable electronic, telephone and postal communications

CORPORATE REPRESENTATIVE

1. Able to commit up to 6 hours per week to IFCC not including physical attendance at meetings.
2. Member of Executive Board.
Non-voting member of Council
Member of Finance Advisory Committee
Has as primary responsibility to work with Corporate Members addressing their needs, questions, recruiting new Corporate Members and encouraging involvement of existing Corporate Members in IFCC activities.
Assumes other responsibilities as assigned by the President and Executive Board.
Represents views of Corporate Members to the Executive Board.
5. Has primary liaison responsibility with Corporate Members. Has considerable correspondence responsibility. Facilitates the development and production of a recruiting brochure for Corporate Members.
6. Must have access to reliable electronic, telephone and postal communications.