

**From: Prof. Päivi Laitinen – Chair of Nominations Committee (NC)**

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**Ref: IFCC 2015-2017 Executive Board Nominations**

## **Nominations Committee (NC)**

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

Dear colleagues,

IFCC President Graham Beastall has sent a letter to National Societies informing of the change of IFCC Articles consequent upon the decisions taken at the Council meeting in Berlin. Due to this change Vice-President will not be elected for the next Executive Board 2015-2017. Instead President-Elect will be elected by ballot in 2016. For this reason Nominations Committee is sending a new letter for call of Nominations for the IFCC Executive Board 2015-2017 to be elected at the Council in Istanbul.

IFCC Nominations Committee is announcing a call for nominations for the election of the IFCC Executive Board for service from January 1, 2015 to December 31, 2017. National Societies can begin to consider appropriate candidates for the various positions on the Executive Board. The election of the EB is always important as it allows members to select the leadership team of our organization and gives them a chance to affect the direction which the organization will take over the next three years.

1. Election for the positions of President, Secretary and Treasurer, and three Members of the EB will be held at the next Council meeting immediately before the International Congress of Clinical Chemistry in Istanbul, Turkey, which will be held on June 22 - 26, 2014.

The election of the Corporate representative on the EB will be handled separately and only Corporate Members may nominate and vote for the Corporate representative.

2. Nominations for these positions will close on 31<sup>st</sup> August 2013. All nominations must be supported by the nominee's National Society (of the IFCC Member) and must be signed by the nominee to indicate his or her willingness to serve if elected. All completed forms and letters should be sent to the IFCC Office in Milan.

3. The Nominations Committee will administer the process, check the validity of the nominations, and send the slate of candidates to the National Societies' representatives before the Council meeting. The attached nominations form must be filled in detail. It 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. Council members will have the opportunity to evaluate the candidates and make well-informed decisions based on these documents.

4. The statute requires that no person may serve more than 6 consecutive years in an elected position on the EB. Thus current members of the EB who are not eligible for election are Graham Beastall, Bernard Gouget, and Ulisses Tuma.

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

Rule 7.2.1. "Each nominee for office shall give their written consent and provide the consent of their National Society to indicate acceptance of the office if they are 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".

6. The phrase "in good standing" is defined in Rules 6.2.1 and 6.2.2 in relation to payment of fees. The effect of these Rules is that National Societies who are two years in arrears with their dues will not be able to nominate candidates for election because their rights have been suspended, and those who are one year in arrears (without a satisfactory explanation) at the time of the Council meeting will not be able to vote in the election. We hope that this does not occur.

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 contact details are given below.

We kindly ask you to use this updated form for nominations.

Sincerely Yours,

Päivi Laitinen



Chair  
Nominations Committee

## IFCC Nominations Committee 2012-2014

### Chair

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## **POSITIONS DESCRIPTION AND COMMITMENT:**

### **PRESIDENT**

1. May have to commit up to 30-40 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 checks 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 and Working Groups 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 organizations 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 a good command of English language.
4. Must have good computer, telephone, fax and postal communications.

### **PAST-PRESIDENT**

1. May have to commit up to 8 hours per week to IFCC, not including physical attendance at meetings.
2. Member of Executive Board  
Non-voting member of Council  
Member of Nominations Committee  
Member of Finance Advisory Committee  
May serve as EB liaison to IFCC Divisions  
May serve as IFCC representative to other Organizations  
Assumes other responsibilities as assigned by President and Executive Board
4. To some extent has primary responsibility for ensuring continuity of operation of IFCC so there is consistency of policies from one Executive Board to another. As part of this responsibility is most probable individual to become involved in changes in Rules and Statutes. He/she is also likely individual as alternative to Vice President to critique specific activities of IFCC.

### **SECRETARY**

1. May have 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 mail.  
Prepares mail ballots and collates responses.  
In the absence of another individual assuming this responsibility has oversight responsibility for the Technical Secretariat, 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 good computer, telephone, fax and mail communications.

## **TREASURER**

1. May have 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 checks for IFCC.  
Works with IFCC investment bank to optimise the financial return on IFCC investments.  
Arranges an annual audit with a recognized 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 Chairmen in relation to budgets and with Members in relations to dues payments. Should have understanding of accounting principles and experience with budgets.
4. Must have access to good computer, telephone, fax and postal communications.

## **MEMBERS**

1. May have to commit up to 4 hours per week to the IFCC not including physical attendance at meetings.
2. Members of Executive Board  
Non-voting members of Council  
Responsibility as Executive Board liaison to a Division, and often to a regional federation.  
Assumes other responsibilities as assigned by President and Executive Board.  
Have an obligation to respond and express an opinion on all policy matters and organisational questions circulated within Executive Board.
3. Have responsibility for reviewing all IFCC draft recommendations before submission to ballot. Largely function as assistants to the President to deal with issues at the Executive Board level as they arise, and to be active participants in Executive Board deliberations.

## **CORPORATE REPRESENTATIVE**

1. May have 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  
Primary responsibility working with Corporate Members addressing their needs questions and 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.
3. Has primary liaison responsibility with Corporate Members. Has considerable correspondence responsibility. Facilitates the development and production of a recruiting brochure for Corporate Members.