

From: Bernard Gouget – Chair, IFCC Nominations Committee
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Ref: Call for nominations for the election of the next Executive Board

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
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 1, 2018 to December 31, 2020. 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 will be for the IFCC President's position, whose term of service will begin on January 1st 2017, as President-elect, to be confirmed as President, for the time in office January 1st 2018 – 31st December 2020.

1. PRESIDENT election

- 1st February - 30th April 2016: call for nominations (this letter)
- 1st – 31st May 2016: Nominations Committee determines the eligibility of each candidate and sets the slate for the IFCC President Elect in 2017, for time in office 2018 – 2020
- 1st June 2016: Slate of candidates is distributed widely throughout IFCC
- **1st – 30th September 2016: Electronic ballot**
- By 31st October 2016: Results announced
- 1st January 2017: President Elect term begins.

2. SECRETARY, TREASURER election

- 15th May – 15th December 2016: call for nominations
- 16th December 2016 – 31st January 2017: Nominations Committee determines the eligibility of each candidate and sets the slate for the IFCC Secretary and Treasurer for time in office 2018-2020
- 1st February 2017: Slate of candidates is distributed widely throughout IFCC
- **1st April – 30th April 2017: Electronic ballot**
- By May 31st 2017: results announced

3. EXECUTIVE BOARD MEMBERS (REGIONAL MEMBERS) election

- 1st June 2017: Commencement of elections for Regional Representatives. Details of the electoral process will follow in due course.
- By September 30th 2017: results announced.

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

- 1st January- 31st March 2017: call for nominations
- 1st – 15th April 2017: Nominations Committee determines the eligibility of each candidate and sets the slate for the candidates for time in office 2018-2020
- **1st June- 30th June 2017: Electronic Ballot**
- By 15th July 2017: results announced

The elected 2018-2020 EB Members will be presented at the IFCC Council in Durban (ICCCLM), on 22 October 2017.

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 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. The voting members of Council will have the opportunity to evaluate the candidates and make well-informed decisions based on these documents.

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 Sergio Bernardini and Vanessa Steenkamp.

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 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,

Bernard GOUGET



Chair
Nominations Committee

IFCC Nominations Committee 2015-2017

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POSITIONS DESCRIPTION AND COMMITMENT:

PRESIDENT

1. Able 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 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 of English language.
4. Must have access to good 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 mail.
Prepares ballots 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 good 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 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 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
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 good 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
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.
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 good electronic, telephone and postal communications.