

# IFSSH EXECUTIVE COMMITTEE AND NOMINATING COMMITTEE

## 2022 COMPOSITION AND ELECTION PROCESSES

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## **INTRODUCTORY REMARKS**

### **1. Executive Committee nominations**

The members of the IFSSH Executive Committee reserve the right to nominate candidates for any and all elected positions.

### **2. Society nominations**

- Each IFSSH member society may nominate one candidate only for each elected position.
- The society may only nominate a candidate if in financial good standing with the IFSSH.
- Letters of nomination must come from the member society's Executive Committee (or equivalent); letters from individual members of the society will not be accepted.

### **3. Voting eligibility**

For all elected positions:

- Each Executive Committee member is entitled to one vote.
- Each IFSSH Delegate (or an appointed proxy) is entitled to one vote, excluding those not compliant with the financial dues requirement. A proxy must be executed in writing and delivered to the Secretary-General no later than the start of the meeting at which voting is to occur.
- A quorum is required at the meeting of 50% of the number eligible to vote.

## 1. POSITIONS OF AUTOMATIC SUCCESSION

### PRESIDENT

**Term:** 2022-2025

**Succession:** Automatic - President Elect moves to this position

**Position Description:** The President shall be the principal executive officer of the Federation. The President shall preside at all meetings of the Council and Executive Committee. The President may sign, with any other proper officer authorized by the Executive Committee, any deeds, mortgages, bonds, contracts or other instruments, which the Executive Committee has authorized to be executed, except documents the execution of which shall expressly be delegated by law, the Articles of Incorporation, these Bylaws, or the Executive Committee to some other officer or agent. The President shall appoint the members of all committees, subject to the approval of the Executive Committee, except as otherwise provided by these Bylaws. The President shall be an ex-officio member of all committees, except the Nominating Committee or as otherwise provided by these Bylaws but shall not vote on any question in any committee except where such vote is necessary to break a tie. The President shall, in general, perform all duties customarily incident to the office of President and such other duties as may be prescribed from time to time by the Executive Committee.

The President shall serve as a member of the IFSSH Nominating Committee.

**Application Process:** N/A

**Election Process:** N/A

### PRESIDENT-ELECT

**Term:** 2022-2025

**Succession:** Automatic - Secretary-General moves to this position

**Position Description:** The President-Elect shall assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be assigned from time to time by the President or the Executive Committee.

The President Elect shall serve as Chair of the Committee for Educational Sponsorship.

**Application Process:** N/A

**Election Process:** N/A

## IMMEDIATE PAST-PRESIDENT

**Term:** 2022-2025

**Succession:** Automatic - President moves to this position

**Position Description:** The Immediate Past President shall preside at meetings of the Federation or the Council in the absence, or upon request, of the President and, when so acting, shall have all the powers of and be subject to all of the restrictions upon the President. In the event the Immediate Past President is unable to serve, the next most immediate past president shall fill the remainder of the term.

The Immediate Past President shall serve as Chair of the Nominating Committee.

**Application Process:** N/A

**Election Process:** N/A

## **2. POSITIONS REQUIRING ELECTIONS**

**NB: Candidates may submit a nomination for one position only.**

### **SECRETARY-GENERAL**

**Term:** 2022-2025

**Succession:** N/A - Election required

**Position Description:** The Secretary-General shall be the principal administrative officer of the Federation. The Secretary-General shall in general, supervise and direct all of the business affairs of the Federation, subject to the direction and control of the Executive Committee. The Secretary-General will be responsible for (i) maintaining minutes of Council and Executive Committee meetings; (ii) providing notices of meetings; (iii) coordinating the activities of the Executive Committee; (iv) maintaining adequate books of account and financial records for the Federation; (v) receiving, depositing and disbursing funds; (vi) paying expenses; (vii) working with the Federation's independent certified public accounting firm; and (viii) in general, performing all other duties as may be prescribed from time to time by the Executive Committee.

#### **Application Process**

**Essential Criteria:** Applicants must have served a full term on the Executive Committee.

#### **Nomination / Election Process:**

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates' Council Meeting (to be held within the London congress, June 6-10, 2022).
2. Submissions must include:
  - a. A completed application form
  - b. Three signed letters of nomination, one each from:
    - i. the Executive Committee (or equivalent) of the applicant's Society
    - ii. the Executive Committee (or equivalent) of another IFSSH Member Society
    - iii. an IFSSH Executive Committee Member (past or present)
  - c. A summary of the applicant's contributions to the IFSSH (1 page maximum)
  - d. A summary of the applicant's contributions to his/her society and administrative experience in organizations (hospitals, universities, professional societies, etc) (1 page maximum)
  - e. A statement of how the applicant envisions contributing to the pursuit of the mission and goals of the IFSSH (1 page maximum)
  - f. An abbreviated curriculum vitae (1 page maximum)
  - g. A recent high resolution JPEG photograph.

3. **Submissions must be emailed to the secretariat ([administration@ifssh.info](mailto:administration@ifssh.info)) by February 6<sup>th</sup>, 2022. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
4. All submissions are placed before the Nominating Committee.
5. The recommendations of the Nominating Committee are provided to the IFSSH Delegates by May 6th, 2022 to allow Delegates to discuss their society's vote with their society members.
6. Voting will occur at the IFSSH Delegates' Council Meeting (~June 6-10, 2022).

## COMMUNICATIONS DIRECTOR

**Term:** 2022-2025

**Succession:** N/A - Election required (NB: The Communications Director may serve two consecutive terms. However, the continuation for a second term is subject to reapplication and election.)

**Position Description:** The Communications Director will enhance the Federation's media presence, foster communication among members, and maintain the Federation's electronic/Internet presence. The Communications Director will perform such additional duties as may be assigned by the Executive Committee.

The Communications Director's duties will include, but not be limited to, the following:

1. Overseeing
  - a. the maintenance of the IFSSH website
  - b. the promotion of the IFSSH and its member societies through social media
  - c. the dissemination of official IFSSH documents via electronic media
  - d. the maintenance of a secure archive of all IFSSH documents
2. Maintaining the artefacts of the Federation in cooperation with museums and libraries designated by the Executive Committee;
3. Performing regular updates of Member Histories, Pioneers and Giants of Hand Surgery profiles, and Swanson Lectures;
4. Securing financial support for the Ezine and other IFSSH publications; and
5. Serving as a member of the IFSSH Committee for Educational Sponsorship.

### **Application Process**

#### ***Essential Criteria:***

- Endorsement of application by the applicant's IFSSH member society OR by a member of the IFSSH Executive Committee.

*NB: Each IFSSH Member Society may only nominate one person for this position.*

#### ***Desirable Criteria:***

- Knowledgeable in the areas of website management, utilization of social media and archival systems.
- Previous communications experience within a hand surgery society or in relation to congress organisation.
- Involvement within IFSSH activities

### ***Nomination / Election Process:***

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates' Council Meeting (to be held within the London congress, June 6-10, 2022).
2. Submissions must include:
  - a. A completed application form
  - b. One signed letter of nomination, from either:
    - i. the Executive Committee (or equivalent) of the applicant's Society; OR
    - ii. an IFSSH Executive Committee Member (past or present)
  - c. A statement of how the applicant envisions contributing to the pursuit of the mission and goals of the IFSSH (1 page maximum)
  - d. A summary (2 pages maximum) of the knowledge and experience the applicant would bring to this position, including:
    - i. Experience managing organizational websites, social media and archives
    - ii. A portfolio of examples may be included (additional 2 pages maximum).
  - e. An abbreviated curriculum vitae (1 page maximum)
  - f. A recent high resolution JPEG photograph.
3. **Submissions must be emailed to the secretariat ([administration@ifssh.info](mailto:administration@ifssh.info)) by February 6<sup>th</sup>, 2022. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
4. All submissions are placed before the Nominating Committee.
5. The recommendations of the Nominating Committee are provided to the IFSSH Delegates by May 6th, 2022 to allow Delegates to discuss their society's vote with their society members.
6. Voting will occur at the IFSSH Delegates' Council Meeting (~June 6-10, 2022).

## MEMBERS-AT-LARGE (5 positions)

In 2022, five Members-at-Large will be elected. These will provide regional representation on the IFSSH Executive Committee: two from Europe, one from Asia-Pacific, one from North America and one from South America. The societies and regions are defined as follows:

Asia / Oceania	Europe + Africa	North America	South America
Australia	Austria	Canada	Argentina
Bangladesh	Belgium	Dominican Republic	Bolivia
Chinese speaking association	Bulgaria	Guatemala	Brazil
Hong Kong	Czech Republic	Mexico MASH	Chile
India	Denmark	Mexico MSHSM	Colombia
Indonesia	Egypt	Puerto Rico	Ecuador
Iran	Finland	USA - AAHS	Uruguay
Japan	France	USA - ASSH	Venezuela
Kuwait	Georgia		
Malaysia	Germany		
New Zealand	Greece		
Philippines	Hungary		
Singapore	Israel		
South Korea	Italy		
Taiwan	Lithuania		
Thailand	Netherlands		
	Norway		
	Poland		
	Portugal		
	Romania		
	Russia		
	Slovakia		
	South Africa		
	Spain		
	Sweden		
	Switzerland		
	Turkey		
	UK		

The intention is that the Member-at-Large positions will be elected on a rolling basis to allow for continuity of knowledge within the Executive Committee. To prepare for this, in 2022 all five positions will be elected but with three Members-at-Large commencing a two-year term and two Members-at-Large commencing a three-year term. In 2024 (and all future “even” years), three positions will be elected; in 2025 (and all future “odd” years) two positions will be elected.

In 2022, one two-year position will be allocated to Europe; the other to either Asia-Pacific, North America or South America (determined by a lottery).

**Term:** 2022-2024 (3 positions, inc. 1 Europe); 2022-2025 (2 positions, inc. 1 Europe)

**Succession:** N/A - Election required

**Position Description:** To provide regional representation and advice for all matters of the IFSSH Executive Committee. Members-at-Large are expected to attend all ExCo meetings.

### **Application Process**

#### **Essential Criteria:**

- Endorsement of application by the applicant's IFSSH member society OR by a member of the IFSSH Executive Committee.

*NB: Each IFSSH Member Society may only nominate one person for this position.*

#### **Desirable Criteria:**

- Previous administrative experience within a hand surgery society and/or congress organisation.
- Experience as an IFSSH Delegate

#### **Election Process:**

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates' Council Meeting (to be held within the London congress, June 6-10, 2022).
2. Submissions must include:
  - a. A completed application form
  - b. One signed letter of nomination, from either:
    - i. the Executive Committee (or equivalent) of the applicant's Society; OR
    - ii. an IFSSH Executive Committee Member (past or present)
  - c. A statement of how the applicant envision contributing to the pursuit of the mission and goals of the IFSSH (1 page maximum)
  - d. A summary (2 pages maximum) of the knowledge and experience the applicant would bring to this position, including:
    - i. the applicant's involvement in IFSSH activities
    - ii. the applicant's contributions to his/her society and administrative experience in organizations
  - e. An abbreviated curriculum vitae (1 page maximum)
  - f. A recent high resolution JPEG photograph.
3. **Submissions must be emailed to the secretariat ([administration@ifssh.info](mailto:administration@ifssh.info)) by February 6<sup>th</sup>, 2022. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
4. All submissions are placed before the Nominating Committee.
5. The recommendations of the Nominating Committee are provided to the IFSSH Delegates by May 6th, 2022 to allow Delegates to discuss their society's vote with their society members.
6. Voting will occur at the IFSSH Delegates' Council Meeting (~June 6-10, 2022).
7. Whilst the positions are allocated per region, the full Delegates' Council will vote on each. Due to this being the first year of a rolling, alternate system and therefore having a number of different initial positions, elections will occur in the following order:
  - i. Asia-Pacific – 1 person

- ii. North America – 1 person
- iii. South America – 1 person
- iv. Europe – 2 persons
  
- v. Member-at-large terms
  - 1. The names of the elected representatives from the Asia-Pacific, North America and South America Regions will be placed in a lottery draw - the person whose name is drawn first will be appointed for a 3-year term; the representatives not selected for the 3-year term will be appointed for a 2-year term.
  - 2. The names of the two elected representatives from the Europe region will be placed in a lottery draw - the person whose name is drawn first will be appointed for a 3-year term; the representative not selected for the 3-year term will be appointed for a 2-year term.
  
- vi. Committee for Educational Sponsorship

One Member-at-Large will serve on the Committee for Educational Sponsorship. This will be one of the two Members-at-Large chosen to serve 3-year terms, selected via lottery draw.

## NOMINATING COMMITTEE MEMBERS-AT-LARGE

**Term:** 2022-2025

**Succession:** N/A - Election required

*NB: From 2025, election of the Nominating Committee Members-at-Large will occur every two years.*

**Position Description:** The Nominating Committee Members-at-Large shall participate in all activities of the Nominating Committee. This includes the review of the Executive Committee and Pioneer of Hand Surgery nominations. Further duties may be requested by the Executive Committee.

These positions are not based within the Executive Committee; the elected persons do not attend ExCo meetings but report to the Nominating Committee only.

### **Application Process**

#### **Essential Criteria:**

- Endorsement of application by the applicant's IFSSH member society OR by a member of the IFSSH Executive Committee.
- Shall have served (or be serving) as a Delegate to the IFSSH Delegates' Council.

*NB: Each IFSSH Member Society may only nominate one person for this position.*

#### **Desirable Criteria:**

- Previous administrative experience within a Hand Surgery society and/or congress organisation.
- Attendance at two IFSSH congresses.

#### **Election Process:**

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates' Council Meeting (to be held within the London congress, June 6-10, 2022).
2. Submissions must include:
  - a. A completed application form
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    - i. the Executive Committee (or equivalent) of the applicant's Society; OR
    - ii. an IFSSH Executive Committee Member (past or present)
  - c. A summary (2 pages maximum) of the knowledge and experience the applicant would bring to this position, including:
    - i. the applicant's involvement in IFSSH activities
    - ii. the applicant's contributions to this/her society and administrative experience in organizations
  - d. An abbreviated curriculum vitae (1 page maximum)
  - e. A recent high resolution JPEG photograph.

3. **Submissions must be emailed to the secretariat ([administration@ifssh.info](mailto:administration@ifssh.info)) by February 6<sup>th</sup>, 2022. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
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