

IMPORTANT ADVICE

We urge all who are interested in submitting a nomination to attentively read the Call, familiarise themselves with the eligibility criteria, required documents, nomination procedure and submission mechanism.

We strongly advise not to wait until the approach of the deadline to submit the Nomination Pack. Please bear in mind that incomplete Nomination Packs and documents non-compliant with the Call will not be considered valid and late submissions will not be accepted.

**CALL FOR NOMINATIONS
COMMITTEE MEMBERS (2023-2027)
Term of Office starting Autumn 2023**

Notice is hereby given that calls for nominations for the following
Committee Member positions are now open

Committee	Number of vacancies
Communication Committee	2 1 open only to EADV Board Members
EADV School Committee	2
Finance Committee	1
Honours and Awards Committee	1
Nomination and Election Monitoring Committee	1
Project Proposal Review Committee	2 1 open only to EADV Board Members
Scientific Programming Committee Representing the Eastern Region	1 See below for eligibility details*
Statutes and Development Committee	1

Nominations for these positions must be submitted to the Secretary General by
DEADLINE: Friday, 15 September 2023 at 13:00 hrs CEST

All potential candidates are requested to carefully read and respect the following instructions:

ELIGIBILITY CRITERIA – NOMINEE AND ENDORSERS:

- **Fellow Members** and **International Fellow Members**, in **good standing** and with **voting rights**, are entitled to submit a nomination and stand for election to these positions.
- Nominees must be **proposed** and **seconded** by **two EADV Members** in **good standing** and with **voting rights**. Members of the Executive Committee and Members of the Nomination and Election Monitoring Committee must not endorse (as proposer or seconder) nominees.
- ***Additional eligibility criteria for Scientific Programming Committee Eastern Region** - Nominees must have EADV voting rights in the following countries: Armenia, Azerbaijan, Belarus, Bulgaria, Czech Republic, Hungary, Georgia, Poland, Republic of Moldova, Romania, Russian Federation, Slovakia, Ukraine.

NOMINATION PROCEDURE:

To be valid, a **Nomination Pack must include:**

1. A completed and signed **acceptance of nomination** form;
2. A completed and signed **endorsement form** (by proposer and seconder);
3. A **short CV (max. two A4 pages)**;
4. A recent head and shoulders **photograph**;
5. An updated and signed **Conflict of Interest Disclosure Form** (when filling out the form, please **tick** the "**Nominee for EADV elected positions**" box and **specify** the **position you are applying for** in the space that follows "**hereby acknowledge that, as a:**")
6. A signed **Codes of Conduct and Behaviour Form**.

VERY IMPORTANT INFORMATION:

Conduct and Behaviour:

- Codes of Conduct and Behaviour must be observed by candidates at all times;
- All candidates must agree to adhere to the Code of Conduct of the Academy, complete the Conflict of Interest statement of the Academy and adhere to the Rules governing the behaviour of candidates presenting for election as provided for in the bylaws. Failure to do so may invalidate the candidature.

Nomination and Nomination Pack:

- All forms must be duly filled out, dated and signed to be considered valid;
- All the submitted documents must be in English to be considered valid;
- CVs longer than two A4 pages will not be considered valid;
- Incomplete Nomination Packs and documents non-compliant with the Call will not be considered valid and late submissions will not be accepted;
- As per EADV regulations, the Nomination Pack documents and the information therein contained are supplied to the EADV Secretary General and Nomination and Election Monitoring Committee for their scrutiny and approval.
- The submitted documents should not contain personal sensitive data.

Candidate Profile:

- The names and countries of the candidate, proposer and seconder as well as the CV, photograph and duly filled out and signed Conflict of Interest Disclosure Form will be made public to the voters as part of the Candidate Profile.
- EADV data protection practices: consult the Academy's privacy policy on the EADV website - [LINK](#).

Term of office:

- The term of office of a Committee Member is 4 years.
- The term of office of the elected candidates will become effective immediately after the 64th Autumn Board Meeting (currently scheduled to be held 10 and 11 October 2023 in Berlin, Germany).

Time commitment and benefits – general information:

- Committee meetings are normally held twice a year during the Spring Symposium and the Annual Congress;
- Committee Members attending committee meetings held at Symposia and Congresses will receive free registration.

WHERE TO FIND THE FORMS AND SUBMIT YOUR NOMINATION:

- The aforementioned forms are available on a dedicated portal of the MY EADV section of the website. This is where nominations can be submitted.
- [DIRECT LINK](#) - See: **MY EADV** → **Opportunities** → **Calls for Nominations**.

Submission of the required material is only possible electronically

Questions may be addressed to eadvelections@eadv.org

Do not forget: The Call closes on Friday 15 September at 13:00 hrs CEST

All nominations will be subject to approval by the Nomination and Election Monitoring Committee.

ELECTIONS:

The election of these Committee Members is planned to be held during the 64th Board Meeting, currently scheduled to take place in Berlin, Germany, on Tuesday 10 and Wednesday 11 October 2023. Should there be any changes in this regard, all candidates will be informed accordingly closer in time to the Board Meeting. Additional details in relation to the election procedure will be communicated to the nominees upon the approval of the nomination.

Elections results will be disclosed during the 64th Board Meeting, Annual General Meeting 2023 and published on the EADV website in the weeks following the aforementioned Board Meeting.

Additional information about these EADV Committees

Communication Committee

General information about the Committee's responsibilities/mission/tasks

The objectives of this Committee are to work closely with the Communications Department of the EADV to:

- enhance internal and external communications at EADV such as building communication campaigns, defining the strategic communication of the Academy, drafting communications materials and messages, messaging, etc.
- increase public awareness on skin health and skin diseases, innovation, research and challenges in dermatology health care in Europe.
- play a consultative role drawing upon members' expertise/experience as medics.
- have an internal influence, bringing a communications lens into early internal discussions on projects and to evangelise and publicise internally.
- help shape external perception of EADV and amplify its voice through social/media/advocacy channels through undertaking the role of official EADV spokespeople.
- be associated, in collaboration with the Communication team, to key actions and decisions related with the annual EADV Congresses and Symposium (promotion, advertising, media relationships, press conferences, etc.).
- provide input on ways to enhance the EADV website with regards to the user experience of the dermato-venereology community.

Committee Membership - for details on EADV Committee Members and Chairpersons please refer to the Structure of the EADV which can be found at the beginning of the Board Manual and/or on the EADV official website.

EADV School Committee

General information about the Committee's responsibilities/mission/tasks

The aim of the EADV School is to raise standards of dermatology throughout Europe by offering trainee dermatologists and dermatologists high quality theoretical and practical training and an emphasis on best practice to benefit patients and dermatologists. To promote community, collaboration and exchanges between European dermatologists, organising courses for residents and specialists in the field of dermato-venereology.

Finance Committee

General information about the Committee's responsibilities/mission/tasks

The Finance Committee's functions are as follows:

- Ensure that adequate internal control system and regular audits take place
 - Use of process maps
 - Control of signature rights, proper accountability and follow up
 - Correct and precise budgeting
- Risk assessment, risk management and compliance
 - Verify if operational risks are properly identified and control mechanisms are implemented
 - Verify if taxation status has been properly addressed
- Control if EADV reserve accounts and investments are handled according to the policies in place (separation between operational body and regulatory/control body)
- Monitoring of the evolution of the EADV's financial state and financial health

Honours and Awards Committee

General information about the Committee's responsibilities/mission/tasks

The Honours and Awards committee develops and elaborates the award process. The Committee allocates awards to support the dermatovenereologists in Europe and around the world for advancing/furthering continuous education in connection with symposia and congresses.

Nomination and Election Monitoring Committee (NEMC)

General information about the Committee's responsibilities/mission/tasks

The NEMC will comprise the Secretary General (ex-officio), a Past President of EADV not currently an Officer (or simply a Past Officer of EADV) who will chair this committee, and should preferably have at least one member who is also a member of the Board.

- Assists the Secretary General in preparation of notice of election to members and call for candidates
- Assists the Secretary General in the administering of the electoral process
- Monitoring the election period between closing date for submission of candidature and actual voting process

Project Proposal Review Committee (PPRC)

General information about the Committee's responsibilities/mission/tasks

This new committee was created to review, evaluate and give recommendations on project proposals. Access shall be guaranteed for EADV members as well as other organisations but proposals from EADV members shall receive preference. A specific set of information will be required from the proposer and a defined frame for review by the committee. The financial implications of the decision of the PPRC shall be commented upon by the Finance Committee (FC). The Treasurer presents it to the Executive Committee (EC) before it is sent to the Board for decision. Projects given support shall report each year on the progress to the PPRC. The project must relate to the mission of the Academy and must contain the aim, methodology, outcome measures, assessments and estimated budget. Project proposals must be sent to the PPRC before the deadline for the following year's budget.

Scientific Programming Committee (SPC)

General information about the Committee's responsibilities/mission/tasks

The SPC is the cornerstone of the Academy in the sense that the scientific programme is the essence of the EADV. It works in the building and fine-tuning of scientific programmes, in choosing session chairmen and topics and in monitoring and providing support and advice in all aspects concerning the scientific programme.

The SPC also ensures scientific validity, objectivity and completeness of CME-CPD activities for Spring Symposia, Congresses and other scientific meetings. Through an appointed SPC Member, the Committee is therefore also responsible for overall quality assurance.

Statutes and Development Committee

General information about the Committee's responsibilities/mission/tasks

To formulate and present drafts of the EADV Statutes to the EC and Board as requested by the Board.

To formulate or develop Bylaws for presentation to the Board/EC.

To review and make recommendations to the EC and Board on any proposed amendments or changes to the Statutes and Bylaws.

To advise the Board on any potential conflicts between their actions and the EADV Statutes and Bylaws.

Prof. Carmen Salavastru
EADV Secretary General, 2021-2025

August 2023