

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

**SECRETARY GENERAL-ELECT
2023-2025**

The Secretary General-Elect is elected for a period of not more than two years and succeeds the current Secretary General when the office of the latter expires.

TO THE FELLOW MEMBERS OF THE EADV:

Notice is hereby given that a Call for Nominations for position on the Executive Committee is open as follows:

Secretary General-Elect

Nominations must be submitted to the Secretary General by
Friday 22 September 2023 at 13:00 hrs CEST

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

ELIGIBILITY CRITERIA:

- Only **Fellow Members** in good standing and with voting rights are entitled to submit a nomination;
- 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.

NOMINATION PROCEDURE

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

1. A complete and signed **acceptance of nomination** form;
2. A complete and signed **endorsement form** (from proposer and seconder);
3. A **short CV (max. two A4 pages)**;
4. A **position statement (max. 300 words)**;
5. Recent head and shoulders **photograph**;
6. 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:**")
7. 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;
- Position statements longer than 300 words will not be accepted;
- 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, position statement, 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 – General Information:

- Secretary General-Elect is elected for a period of not more than two years and succeeds the current Secretary General when the office of the latter expires. If the latter retires during her/his term of office, the Secretary General-Elect assumes the role of Secretary General in the interim until the next Board Meeting when his/her term of office will commence
- The term of office as Secretary General is 4 years

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](#) - 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 22 September 2023 at 13:00 hrs CEST

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

The election of the Secretary General-Elect is planned to be held during the 64th Board Meeting currently scheduled on 10 and 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.

Prof Carmen Salavastru
EADV Secretary General

August 2023