

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.

**BOARD REPRESENTATIVES TO THE EXECUTIVE COMMITTEE
TERM OF OFFICE 2024 – 2026
Term of Office starting Autumn 2024**

TO THE EADV BOARD MEMBERS:

Notice is hereby given that **two positions** as
Board Representative to the Executive Committee
are open.

**Nominations must be submitted to the Secretary General by
22 August 2024 at 13:00 hrs CEST**

*Please ensure to submit your Nomination Pack before the deadline.
The official time of submission will be the time recorded by the Call for Nominations database.*

ELIGIBILITY CRITERIA FOR NOMINEES AND ENDORSERS:

- Only Board Members in good standing and with voting rights are entitled to stand for election.
- International Board Members are not eligible to serve as Officers of the Academy (EADV Statutes paragraph 5, section E.2). Consequently, they are not eligible to submit a nomination for this position.
- Board Representatives to the EC whose term of office as Board Member expires, will nevertheless continue in their EC position until the term as Board Representatives to the EC has been completed.
- Nominees must be proposed and seconded by two EADV Board 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 completed and signed **acceptance of nomination** form;
2. A **short CV (max. two A4 pages)**
3. A **mission statement (max. 300 words)**;
4. A recent head and shoulders **photograph**
5. A completed and signed **endorsement form** (from proposer and seconder);
6. An updated and signed **Conflict of Interest Disclosure Form**
(As this form is part of a nomination procedure, the version available on the nomination module is pre-compiled with "Nominee for EADV elected positions" and the position you are applying for);
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 (from the EADV statutes, article 14).

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;
- Mission 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;
- 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, mission statement and duly filled out and signed Conflict of Interest Disclosure Form will be made public to the voters as part of the Candidate Profile.

Term of Office:

- The term of office for this position is a single 2-year term and re-election is NOT possible.
- The term of office of the elected candidates will become effective immediately after the 66th Autumn Board Meeting (currently scheduled to be held in Amsterdam on 24 and 25 September 2024).

Submission of the required material is only possible electronically

Questions may be addressed to eadvelections@eadv.org

Do not forget:

- **The Call closes on 22 August 2024 at 13:00 hrs CEST;**
- **Please ensure to submit your Nomination Pack before the deadline. The official time of submission will be the time recorded by the Call for Nominations database.**

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

The names of validly nominated candidates shall be circulated to all the Board Members at least 14 days before the election is held.

The election of the Board Representatives to the EC is planned to be held during the 66th Board Meeting, currently scheduled to take place on 24 and 25 September 2024 in Amsterdam.

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 66th Board Meeting and Annual General Meeting 2024, and followed by official letters by the Secretary General.
- The names, country and photograph of the elected candidates will be published on the EADV website (for the Academy's privacy regulations see [EADV Privacy Policy](#)).

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.**

IMPORTANT PRACTICAL INFORMATION ABOUT THE ELECTION AND THE POSITION

The Election will be by secret ballot after each candidate has been allowed 5 minutes to address the meeting (i.e. Board Meeting).

Elected Board Representatives are entitled to attend all EC Meetings as members of the EC with full voting rights. All candidates are strongly encouraged to read and familiarise themselves with the [EADV Statutes](#).

The EC will appoint one of the two elected Board Representatives to the EC as EADV Observer on the UEMS Board.

Prof. Carmen Salavastru
EADV Secretary General, 2021-2025

July 2024