

**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 (2024-2028)  
Term of Office starting Autumn 2024**

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

<b>Committee</b>	<b>Number of vacancies</b>
Communication Committee	1
Ethics Committee	4
Finance Committee	1
Honours and Awards Committee	1
Nomination and Election Monitoring Committee	2
Project Proposal Review Committee	3

**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:**

- 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.

**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 recent head and shoulders **photograph**
4. A completed and signed **endorsement form** (from proposer and seconder);
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 (from the EADV statutes, article 14).

### Committees and Board Members:

- As provided for in Committee Bylaws, each Committee should preferably have at least one member who is also a member of the Board.

### 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;
- 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.

### 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 66<sup>th</sup> 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](mailto: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 election of these Committee Members is planned to be held during the 66<sup>th</sup> Board Meeting, currently scheduled to take place in Amsterdam on 24 and 25 September 2024.

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

### 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.**

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## **Time commitment of Committee Members and other Practical Information**

The maximum term of office of each committee member is 4 years. A committee member cannot be re-elected as a member of that same committee after 4 years in office, but in exceptional circumstances the Board may request a member to extend their term of office on a committee for a period up to a maximum of 2 further years. A committee member who has served 4 years (or more) as a member of a committee is eligible to stand for election as Chairperson of that committee when such a vacancy arises.

Any member elected to serve on a Committee either as a member or as Chairperson will be notified accordingly by the Secretary General who will inform that individual of the Tasks of the Committee, the members of the Committee and their election dates, and a copy of the previous Report of that Committee.

The Tasks of each Committee shall be defined by the Board and Committees' adherence to these tasks will be monitored by the EC. No committee is entitled to deliberate as a body on matters outside their defined tasks.

The Business of Committees is limited to the defined tasks and shall normally be conducted in person at meetings, by mail or other appropriate long distance communications method.

Any Committee Member who fails to attend in person for 3 consecutive committee meetings and gives no valid reason in the opinion of the EC for not attending shall be deemed to have resigned from the committee and his position will be opened to another member of the Academy.

Accommodation and travel expenses (within defined limits) as well as registration fee for Symposia and Congresses are taken care of by the Academy.

Prof. Carmen Salavastru  
EADV Secretary General, 2021-2025

July 2024