

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
ETHICS COMMITTEE CHAIR (2024-2028)
Term of Office starting Autumn 2024**

Notice is hereby given that calls for nominations for the position of
Ethics Committee Chair
is now 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:

- 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 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. Completed and signed **endorsement forms** (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 of a Committee Chair is four years irrespective of the number of years he/she may have served as a member of the same Committee
- The term of office of the elected candidate 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, 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 the Committee Chair is planned to be held during the 66th 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 66th Board Meeting and Annual General Meeting 2024, and followed by official letters from the Secretary General.
- The name and country of the elected candidate 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.**

Time commitment of Committee Chairs and other Practical Information

- 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.
- Committee meetings are called and chaired by the Committee Chair and are normally held twice a year during the Spring Symposium and the Annual Congress.

- Committees report to the Board of the Representatives. Consequently, the Chair is required to attend Board Meetings and present, at least once a year, a written (and if requested oral) report to the Board. Such a report will be presented to the Board for formal approval.
- The Executive Committee may, from time to time, request the Chair of a Committee to present an update of their work to them.
- Committee Chairs are granted a waived fee to access Symposia and Congresses and receive travel and accommodation reimbursement to attend such events (within regulations and limits set out in the Financial Bylaws of the Academy).
- All extraordinary requests such as additional committee meetings, participation of Invited Guests at Committee Meetings (e.g. external consultants), etc. need prior approval by the Executive Committee and specifically by the Treasurer.
- Each Committee receives administrative support from an EADV Staff Member.

Prof. Carmen Salavastru
EADV Secretary General, 2021-2025

July 2024