

IMPORTANT ADVICE

We urge all who are interested in submitting a nomination to attentively read the Call, familiarise themselves with the 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
BOARD OF THE REPRESENTATIVES**

**BOARD MEMBERS 2025-2028
Term of office starting Spring 2025**

TO THE INTERNATIONAL FELLOW MEMBERS OF THE EADV:

Notice is hereby given that a Call for Nominations for positions on the Board of the Representatives representing EADV's International Members is open as follows:

International Board Member (1 vacancy)

**Nominations must be submitted to the Secretary General by
14 March 2025 at 13:00 hrs CET**

Please ensure to submit your Nomination Pack before the deadline.

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

ELIGIBILITY CRITERIA:

- International Fellow Members having Mexico as EADV membership country are not eligible to submit a nomination for this position. As per EADV Statutes, the two Board Members representing the International Members must not be from the same country;
- Only International Fellow Members in good standing and with voting rights are entitled to submit a nomination;
- The nominees must represent the country in which their EADV membership is registered; (i.e. registration country stated in the membership application);
- Nominees must be proposed and seconded by two international 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 **short CV (max. two A4 pages)**;
3. Recent head and shoulders **photograph**;
4. A **mission statement (max. 300 words)** – please use the relevant form provided by EADV;
5. Completed and signed **endorsement forms** (from proposer and seconder);
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 (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 – please use the relevant form provided by EADV;
- 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, mission 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.

Term of Office – General Information:

- The term of office of a Board Member is three years with a one-time possibility of re-election.

Submission of the required material is only possible electronically

It is important to note that the official submission time is the time recorded by the Call for Nominations module upon the receipt of the application

Questions may be addressed to eadvelections@eadv.org

Do not forget:

- **The Call closes on 14 March 2025 at 13:00 hrs CET;**
- **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 EADV International Board Member will be conducted online, currently planned to be held between the end of March and April 2025. Should this schedule undergo any change, candidates will be informed accordingly.

The election will be conducted by Civica Election Services (CES), the Academy's longstanding supplier for online votes. The voting system used is safe and confidential.

* Voting EADV International Members in good standing are eligible to elect their representatives to the EADV Board. They should ensure: (i) that they are entitled to vote according to the EADV Statutes - <https://eadv.org/about-eadv/statutes/>; and (ii) that their current email address has been correctly submitted to the attention of the EADV Membership Department - membership@eadv.org.

Elections results:

- Will be announced to the candidates via email with official communications from the Secretary General; and
- The name and photograph of the elected candidate will be published on the EADV website (for the Academy's privacy regulations see [EADV Privacy Policy](#)).

Useful information related to election procedure and time commitment of Board Members

Second Term Election

Please note that Board Members eligible to stand for second term elections must submit a full nomination just like any other nominee.

Time Commitment and other Practical Information

International Board Members represent the international members of the Academy and are expected to stay in touch with them and to promote the EADV and its activities/events.

Time commitment is low-moderate in comparison to other EADV Leadership/Committee positions. However, Board Members may be called upon by their constituents for endorsement, queries, suggestions, etc. throughout the year.

Every EADV Committee should preferably have at least one member who is also a member of the Board. Consequently, Committee Calls for Nominations open only to Board Members are regularly advertised.

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

Board Meetings and other Meetings/Commitments

Board Members exercise their main power by attending the Board Meetings, by expressing their opinion at such Meetings and by voting. They are, therefore, expected to be present for the entirety of all regularly scheduled Board Meetings.

The Board usually meets in person twice a year: (i) at the Spring Symposium (usually April/May); and (ii) at the Annual Congress (usually September/October).

Board Meetings are chaired by the President.

The President, President-Elect and Immediate Past-President are Board Members as well as being Executive Committee Members. All Board Members, including the Presidents, are eligible to vote at the Board Meeting and the President has a casting vote.

It is good practice for Board Members to attend Annual General Meetings and they are invited to social events such as the President's Dinner usually held during the EADV Congress.

For additional details, you may wish to check EADV Statutes, Article 18. Powers, Duties and Procedures of the Board - <https://www.eadv.org/statutes>

Prof. Carmen Salavastru
EADV Secretary General

13 February 2025