

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 CHAIRS (2025-2029)
Term of Office starting autumn 2025**

Notice is hereby given that calls for nominations for the positions of
Communication Committee Chair
Project Proposal Review Committee Chair
Scientific Programming Committee Chair
are now open

**Nominations must be submitted to the Secretary General by
18 April 2025 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**;
2. A **short CV (max. two A4 pages)**;
3. A recent head and shoulders **photograph**;
4. A **mission statement (max. 300 words)**;
5. Completed and signed **endorsement forms** (from proposer and seconder);
6. A signed **Codes of Conduct and Behaviour Form**;
7. An updated and signed **Conflict of Interest Disclosure Form**.

Where to find the forms and relevant instructions for the submission of your nomination:

- The nomination forms are available on a dedicated portal of the **MyEADV section of the website**.
- Log into the MyEADV section with your EADV membership credentials.
- See: **MyEADV → Opportunities → Calls for Nominations**.

The following forms and relevant instructions are available on the Calls for Nominations module:

Acceptance of Nomination, Mission Statement, Endorsement forms from a proposer and seconder, Codes of Conduct and Behaviour Form and Conflict of Interest Disclosure Form (COIDF) (as the COIDF form is part of a nomination procedure, the version available on the nomination module is pre-compiled with “*Nominee for EADV elected positions*” which is the required category – further categories may be added should they correspond to the nominee’s situation).

We strongly invite all interested in submitting a nomination to become familiar with the nomination procedure and not to wait until the deadline to submit their nomination.

VERY IMPORTANT INFORMATION:

Conduct, Behaviour and Conflict of Interest Disclosure:

- 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 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 following this year's autumn Board Meeting and Annual General Meeting (scheduled to be held in Paris in September 2025);
- The Secretary General will provide relevant official communications to the elected candidates.

Submission of the required material is only possible electronically

Questions may be addressed to eadvelections@eadv.org

Do not forget:

- **The Call closes on 18 April 2025, 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).

Elections are planned to be held online mid-May 2025.

Should there be any changes in this regard, all candidates will be informed accordingly closer in time to the election.

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

Additional details in relation to the election process will be communicated to the nominees upon nomination approval.

Election results:

- Will be disclosed through official letters to the candidates following the 67th Board Meeting (scheduled to be held end-May 2025).
- The overview of all 2025 election results is provided by the Secretary General at the AGM (Paris, September 2025).
- The name and country of the elected candidate will be published on the EADV website following the relevant start of the term of office (for the Academy's privacy regulations see [EADV Privacy Policy](#)).

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.
- 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.
- Committee Chairs are considered prominent members of the Academy and are expected to attend Board Meetings and General Meetings receiving waived Symposia and Congress registration, accommodation, travel reimbursement and invitation to the President's Dinner (on the basis of relevant EADV bylaws and financial regulations).

Prof. Carmen Salavastru
EADV Secretary General, 2021-2025

March 2025