

IMPORTANT ADVICE

- We urge all those 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 for the closing of the Call to submit your nomination as EADV Office support is not guaranteed for submissions too close to the deadline.
- 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
TASK FORCE FACILITATOR-ELECT**

TO THE FELLOW MEMBERS OF THE EADV:

Notice is hereby given that a Call for Nominations for the position of Task Force Facilitator-Elect is open as follows:

**TERM OF OFFICE AS ELECT: 2026-2027
Starting in autumn 2026**

**The Elect will automatically become Task Force Facilitator as per the below:
TERM AS TASK FORCE FACILITATOR: 2027-2031**

**Nominations must be submitted to the Secretary General by
Thursday, 9 April 2026 at 13:00 hrs CEST**

The official time of submission will be the time recorded by the Call for Nominations database.

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

ELIGIBILITY CRITERIA:

NOMINEE

- Only Fellow Members in good standing and with voting rights are entitled to submit a nomination.

ENDORSERS

- 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:

Nomination Pack - To be valid, a **Nomination Pack must include:**

1. A complete and signed **Acceptance of Nomination** (dedicated form);
2. A **short CV (max. two A4 pages)**;
3. Recent head and shoulders **photograph**;
4. A **Mission Statement - max. 300 words** (dedicated form);
5. Completed and signed **Endorsement Forms** (from proposer and seconder – dedicated form);
6. An updated and signed **Conflict of Interest Disclosure Form** (dedicated form);
7. A signed **Codes of Conduct and Behaviour Form** (dedicated form).

What, where and how:

- **Instructions, forms and nomination submission** information are available on the “**Calls for nominations**” module on the MyEADV portal - <https://myeadv.org>.
- The following forms and relevant instructions are available on the Calls for Nominations module: **Acceptance of Nomination, Mission Statement Form, 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).

- **Date of nomination forms: the nomination forms listed above must relate to this Call**, consequently bearing a date relevant to this Call’s period (please be informed that the date is automatically generated by the form);
- 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.
- Submission 72 hours before the closing of the Call does not guarantee EADV Office support.
- All email exchanges related to your nomination will be sent to the email address provided to the Academy as part of your membership profile. Consequently, please ensure it is up-to-date and valid.

NOMINATION AND CANDIDACY INFORMATION

Conduct, Behaviour and Conflict of Interest Statement:

- 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, signed and must relate to the period of this Call to be considered valid;
- All the submitted documents must be in English, the Academy’s official language, to be considered valid;
- CVs longer than two A4 pages will not be considered valid;
- Mission statements not on the dedicated EADV form and/or exceeding 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 (e.g. CV) should not contain personal sensitive data.

The Nomination and Election Monitoring Committee:

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

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 of the candidate will be made public to the voters as part of the Candidate Profile.

Term of Office:

- The term of office of the elected candidate is scheduled to start in the autumn of 2026 (end of September/beginning of October 2026);
- The Task Force Facilitator-Elect’s term of office is of one year, working side-by-side with the incumbent Task Force Facilitator, becoming familiar with all relevant tasks, duties and procedures;
- The Task Force Facilitator-Elect will automatically become Task Force Facilitator for a term of four years;
- The Task Force Facilitator serves a maximum of one term of office.

For the submission of the required material, please refer to the previously mentioned nomination submission module on the MyEADV portal

Questions may be addressed to eadvelections@eadv.org

Do not forget:

- **The Call closes on Thursday, 9 April 2026 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 module;**
- **Submission 72 hours before the closing of the Call does not guarantee EADV Office support.**

PRELIMINARY ELECTION INFORMATION

- The election of the Task Force Facilitator-Elect will be conducted online, currently planned to be held in the coming months (Spring 2026). Upon confirmation of candidacy, the candidates will receive further details.
- 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.
- As per relevant EADV regulations, EADV Board Members will be called to elect the Task Force Facilitator-Elect. They will receive voting emails from CES - with a CES domain (e.g. @cesvotes.com).

Election results will be announced as follows:

- Candidates will receive official communication via email from the Secretary General following the relevant elections; and
- Upon the start of the term of office (autumn 2026), the name, country and photograph of the elected candidate will be published on the EADV website – EADV Leadership and Committees page <https://eadv.org/about-eadv/leadership-and-committees/> (for the Academy's privacy regulations see [EADV Privacy Policy](#)).

USEFUL INFORMATION RELATED TO THE TASK FORCE FACILITATOR

General Information on the role of the Task Force Facilitator

We kindly remind that after one year working side-by-side with the incumbent Task Force Facilitator, the Elect will automatically become Task Force Facilitator.

Generally speaking, the Task Force Facilitator is expected to:

- Review the initial application and the annual report of the existing Task Forces.
- Report to the EC/Board on the initiation, status and progress of the Task Forces.
- Act as coordinator, mediating the interaction of Task Forces with EC/Board/Committees.
- Review the content of any material produced by the Task Forces.
- Assess any specific requests submitted by the Task Forces and liaise accordingly with the EC/Board.

Board Meetings and other Meetings

The Task Force Facilitator is expected to attend Board Meetings (normally twice a year in connection with the Spring Symposium and Congress), reporting on activities, tasks and duties pertinent to the position (i.e. Task Force Facilitator's Report).

The Task Force Facilitator may be called to attend EC Meetings and/or meetings with other elected members.

A meeting between the Task Force Facilitator and the Task Force chairs and/or co-chairs is normally organised once a year (traditionally during the EADV Congress).

EADV Office support, Spring Symposia and Congresses, and travel to Board Meetings

- The Task Force Facilitator receives administrative support from the EADV Office – normally from a member of the Scientific and Education Department;
- Concerning attendance at EADV Board Meetings for the presentation and approval of the Task Force Facilitator's Report, the Task Force Facilitator is granted free access to the two main EADV events (i.e. Symposia and Congresses);

- Concerning travel to the events' venues, accommodation will be booked by the EADV and the Task Force Facilitator will receive travel reimbursement within pre-set limits.

Prof. Margarida Gonçalo
EADV Secretary General

12 March 2026