Nominations Job Descriptions

General Information

- FFN Executive Committee (ExCom) and Board positions are elected during the second half of February.
- Terms will usually begin in September/October following FFN's Annual General Assembly.
- Ex Com and Board meetings are each held every 2 months for 90 minutes by Zoom.
- All the Executive members are invited to attend the Board meeting as well as their bi-monthly ExCom meetings.

President and President-Elect

The **President-Elect** will hold a term of 1 year and will then transition into the **President** role for 1 year, followed by an additional year as **Past-President** for a commitment of 3 years.

The **President** is responsible for:

- Developing the agenda and attending ExCom and Board meetings
- Collating the input from the ExCom and Board to ensure the organization has a clear strategic agenda through their presidency term
- Representing the organization at events, or assign appropriate individuals to positively represent the organization
- Assisting the Scientific Committee with development and operationalization of the Global Congress and Regional Congresses
- Actively engaging in the sponsorship strategy to ensure the financial health of the organization
- Covering any absences of the General Secretary if the General Secretary Elect is not present
- Participating in FFN operations and business meetings to ensure the activities align with the requirements of the organization
- Participating in the nomination process as President Elect and President, and chairing the nominations Committee as IPP
- The **President-Elect** will cover for the president as needed

The **Past-President** is responsible for**:**

- Convening and leading the nomination process to ensure continued leadership

General Secretary and General Secretary-Elect

The **General Secretary-Elect** will be elected and hold this position for 2 years following which they will assume the role of the **General Secretary** for 2 years for a commitment of 4 years.

The **General Secretary** is responsible for:

- Scheduling of the bi-monthly Ex Com meetings and Board meetings

- Scheduling of the General Assembly
- Assisting with development of the agenda and meeting pack for all the above-named meetings
- Recording and distribution of the meeting minutes
- The **General Secretary-Elect** will cover for the General Secretary as needed

Treasurer and Treasurer-Elect

The **Treasurer-Elect** will be elected for a term of up to 2 years then assumes the role of the **Treasurer** for a term of up to 2 years for a commitment of 4 years.

The **Treasurer** is responsible for:

- Working with the Operations team to manage the organizational finances
- Support the president in sponsorship strategy
- Work to secure income for FFN through various sources, such as educational activities
- Attending ExCom and Board meetings
- The **Treasurer-Elect** will cover for the Treasurer as needed

Committee positions

In addition to the Executive positions on the Ex Com that manage who are responsible for the overall running of the organization, FFN hosts 4 Committees: **Regional Committee, Scientific Committee, Education Committee and Communications Committee** that report into the ExCom.

For each committee the Chairs and Chairs-Elect are responsible for the activities identified below as well as:

- Developing plans on a bi-annual basis that align with and move forward the directions of FFN.
- Identifying and applying for funding as required to undertake planned activities.
- Working with the FFN finance team to ensure accurate financial reporting.
- Reporting activities on a regular basis to the ExCom and FFN Board.

Regionalization Committee (RegCom) Chair and Chair-Elect

The **Regionalization Committee Chair-Elect** will hold this position for 2 years, then assume the role of the **Regionalization Committee Chair** for 2 years for a commitment of 4 years.

The **Regionalization Committee Chair** is responsible for:

- Developing the processes and tools that can be used to assist the National FFNs (and other countries) in supporting clinical change.
- Networking and providing access to experts to the National FFNs.
- Coordinating communication with the National FFNs.
- Engaging with leaders in countries to support the development of future National FFNs.
- The **Regionalization Committee Chair-Elect** will cover for the Chair as needed.

Scientific Committee (SciCom) Chair and Chair-Elect

The **SciCom Chair-Elect** will hold this position for 1 year then assume the role of the **Sci Com Chair** for 1 year for a commitment of 2 years.

The **SciCom Chair** is responsible for:

- Organizing the Global Congress (or Regional Congresses) the following year, including program development and sponsorship, with assistance from the Professional Congress Organizer (PCO), the Local Organizing Committee and the SciCom membership.
- Coordinating a sponsorship strategy in conjunction with the Global operations team and accessing sponsorship to host the meeting.
- Scheduling monthly meetings of the SciCom.
- Coordinating the communication strategy to maximize registration and abstract submissions.

The **SciCom Chair-Elect** is responsible for

- Coordinating the activities of the FFN Special Interest Groups with assistance from FFN operations staff.
- Assisting with development of the Global Congress Scientific Program.
- Starting to plan the subsequent year's global or regional congress(es).

Education Committee (EduCom) Chair and Chair-Elect

The **Education Chair-Elect** will hold this position for 2 years then assume the role of the **Education Chair** for 2 years for a commitment of 4 years.

The **Education Committee Chair** is responsible for:

- Coordinating the FFN educational activities to ensure they align with the FFN strategic goals.
- Providing advice on the educational tools and infrastructure so that FFN can achieve its mandate.
- Providing a forum for coordination of the FFN projects to optimize their effectiveness.
- Identifying opportunities for funding for educational activities.
- The **Education Committee Chair-Elect** will cover for the Chair as needed.

Communications Committee (ComCom) Chair and Chair-Elect

The **Communications Committee Chair-Elect** will hold this position for 2 years and will assume the role of the **Communications Committee Chair** for 2 years for a commitment of 4 years.

The ComCom Chair is responsible for:

- Working with the Operations team to develop a communication strategy that meets the needs of the organization.
- Supporting the communications activities of FFN as appropriate for each committee and SIG initiatives.
- The **Communications Committee Chair-Elect** will cover for the Chair as needed.

Board Members

A Slate of Board members are proposed at the Annual General Assembly. The slate is chosen to reflect geographic and professional diversity. The term of office for Board members are 2 years with the possibility to renew the Board membership for an additional 2-year term for a total of 4 years.

Board members are responsible for:

- Attending bimonthly meetings to stay updated and provide input on FFN activities and plans.
- Attending an in-person meeting at the Global/Regional Congress(es) as possible.
- Engaging with and promoting FFN activities with their personal network.