



WORLD FEDERATION OF SOCIETIES OF ANAESTHESIOLOGISTS (WFSA)

Characteristics of a Well-Functioning National Society

This document is based on the Red Cross Characteristics of a Well-Functioning National Society and has been adapted for the WFSA. It is intended as a helpful set of characteristics for WFSA Member Societies to consider and forms the basis for voluntary self-assessment. It can be equally as useful during the foundation of a Society as when considering a Society that was established many years ago.

There is no obligation on Member Societies of the WFSA to use or refer to these characteristics. They are offered and recommended as a useful tool.

FOUNDATION

Mission

- a) A well-functioning Society has a clearly stated mission (in other words, a clear purpose, a clear idea of what it is trying to do). The mission is well understood and broadly supported by members at all levels of the Society.
- b) Its mission reflects the mission of the WFSA i.e. to unite anaesthesiologists around the world to improve patient care and access to safe anaesthesia and perioperative medicine.
- c) It is guided by the shared values of the WFSA (<https://www.wfsahq.org/about-us/constitution>) and operates in conformity with these shared values throughout the Society.
- d) It maintains a position of autonomy and independence, while working closely, as a responsible partner, with the government and with others.
- e) It demonstrates understanding and acceptance of its responsibilities as a member of the WFSA (as per the Constitution of the WFSA).
- f) It has a public image that properly reflects its mission and its values.

Legal base

- a) A well-functioning Society has up-to-date and relevant statutes / constitution.
- b) It is usually constituted on the territory of an independent country, usually as the only anaesthesiology/anaesthesia society.
- c) The constitution / statutes are respected; in particular, the general assembly (or equivalent governing body) is convened regularly and elections are held in accordance with the statutes.

Constituency

- a) A well-functioning Society extends its activities to the entire territory of the country, and leads the provision of anaesthetic care for all patients, with a focus on patient-centred care.
- b) It recruits its members and staff without consideration of race, colour, ethnic origin, gender, class, religion, sexuality or political beliefs, pursuing widespread and respected membership, and seeking to ensure that membership and leadership are a true reflection of the general population.
- c) It has a clear definition of the various types of membership.
- d) It makes special efforts to attract and involve young members.

CAPACITY

Leadership

- a) A well-functioning Society has a clear and straightforward constitution with well-defined roles for its general assembly, for the central or executive committee, for the chairman or president, and for staff, including the chief executive officer, if one is in place; accountability has been well-established at all levels of governance and management.
- b) It avoids domination of the governing body by one person, one group or by the government or other external agencies.
- c) Decision making is widely shared, with all members having access to the decision-making process and with provision for consultation and a wide expression of views.

d) Leaders are elected in accordance with the statutes / constitution, are committed to the Society and have the necessary background and skills.

e) Special efforts are made to ensure regular succession of leaders.

f) Leadership training and leadership opportunities are provided at all levels, especially for women and youth.

Human resources

a) A well-functioning Society engages appropriate persons (staff and volunteers) to carry out its activity and utilises professional advice and expertise beyond its own membership.

b) It has explicit policies regarding the recruitment, training, appraisal and reward of staff and volunteers, and it actively implements these policies.

Financial and material resources

a) Its members pay their subscriptions as defined by the Society's constitution / statutes.

b) It finances its activities on a planned basis, covering the expenses of administration and other core activities from its own core resources.

c) It seeks to minimize dependence on foreign or government assistance through charging membership dues and raising funds locally, combined with sound financial management.

d) It diversifies its sources of funding to protect its independence and reduce risks while ensuring high ethical standards and avoiding support from sources or on conditions that are inconsistent with its mission.

e) It ensures efficient use of resource for administration and other overhead costs.

f) It has available the infrastructure adequate for its purposes.

Organization

a) A well-functioning Society has the structures, systems and procedures in place that allow it to fulfil its mission and professional commitments.

b) Its organization is flexible and prepared to respond immediately.

c) It has a physical address, an electronic (email) address and an up-to-date website.

- d) It has an up-to-date, comprehensive development plan that brings together its mission, its specific objectives, its activities, and its financing.
- e) It has a sound system of financial management, budgeting, accounting and external, independent auditing, with clear accountability for the use of funds. It should also have a bank account and provide annual financial reports.
- f) It has a deliberate system of principles to guide decisions, protect the Society and achieve rational outcomes. These are usually formulated as policies, for example regarding data protection, diversity, bribery and corruption, conflicts of interest, risk management, whistleblowing, safeguarding, recruitment, grievance, finance, expenses, leave, procurement, communications, fixed assets, investments etc.
- g) It works closely with other organizations taking into account what others are doing, coordinating its activities with them and sharing resources, information and expertise.
- h) It actively supports the WFSA, participating in its affairs, fulfilling its responsibilities as a member, paying its dues and assisting the Federation as relevant, including the sharing of experience, knowledge and expertise.

PERFORMANCE

Activities

- a) A well-functioning Society carries out a set of activities that is well selected, planned and evaluated.
- b) It ensures that activities are consistent with its mission and with its desired public image, thus enhancing public confidence.
- c) It follows the WFSA constitution, and other policy decisions of the General Assembly, the Council and the Board.
- d) It actively disseminates the shared values and ethics of the WFSA.
- e) It supports programmes aimed at strengthening the capacities of anaesthesia providers and ensuring patient access to safe anaesthesia and perioperative care.

Relevance

- a) A well-functioning Society concentrates its activities on patient care and anaesthesia providers.

- b) It pursues the active participation of anaesthesia providers in its membership, in the decision-making process and in contributing to the costs of running the Society
- c) It consults with patients, patient groups and other stakeholders.
- d) It promotes relationships with relevant health authorities.

Effectiveness

- a) A well-functioning Society monitors continuously whether its activities have the desired effect and whether results are achieved efficiently, taking prompt corrective action where needed and feeding the results back into the planning process.
- b) It enjoys a good reputation for the quality of its work, both amongst the country's leading opinion makers and the public at large. To help enhance its public image, it keeps the press well informed about its activities.
- c) It prepares regular progress reports and keeps the WFSA, its members, its donors and the public at large regularly informed about its activities, finances and achievements (as relevant).