Officers of the WFSA

The Officers of the WFSA from 2020-2024 will be:

President

President Elect / Immediate Past President

Treasurer

Secretary

Director of Partnerships

Director of Programmes

2 members of Council will rotate on to the Board on annual basis such that the Board comprises of 8 individuals in total. These candidates are self-nominating and then elected by Council.

Term of Office

The General Assembly will elect 2 Presidents who will split the 4-year term into two equal 2-year terms serving the first term as President and President Elect and the second term as President and Immediate Past President. The elected candidates will decide who serves the first term as President between them, or, if they cannot decide, this will be determined by a vote of the Council. No person may be elected to serve as President for more than one (1) term.

The term of office of the Officers, except the President and President Elect, extends from the close of the General Assembly at which the election took place until the close of the next regular meeting of the General Assembly. Election for more than one (1) full term is prohibited.

Duties of the Board (art. 4.2.3. of the Constitution)

a. Carry out the daily management of the Federation according to the decisions of the General Assembly taking account of the recommendations of the Council.
b. Appoint and dismiss the Chief Executive Officer (CEO) of the Federation;
c. Take measures designed to further the purposes of the Federation;
d. Prepare the agenda of the General Assembly and forward the same to the Member Societies with written notice of the Assembly time and place;
e. Review the Constitution when deemed necessary and advise the Council and the General Assembly on proposed changes;
f. Consider the names of candidates nominated by the member National Societies for membership on the Council and subsequently submit a list of possible nominees to the Council with recommendations;
g. Receive and accept the annual audited financial accounts of the Federation;
h. Approve and adopt the annual budgets proposed by the Treasurer;

i. Submit a recommended 4-year budget to the General Assembly every 4 years;

j. Review the report of the Treasurer regarding the amount and manner of payment of the annual subscriptions and present a recommendation to Council and General Assembly for action;

k. Review and approve the placement of the Federation’s funds;

l. Ensure that an Administrative Manual is maintained. This manual must be concurrent with policies and procedures established by the General Assembly and should be shared with the Council.

m. Prepare an Agenda for Council meetings;

n. Recommend to Council the Chairs and Members of the Committees; and

o. Perform such other duties as are prescribed in the Constitution.

General requirements for eligibility of WFSA Officers

1) Each nomination must be supported by the National Society to which the candidate is affiliated; the relevant National Society must be a WFSA Member Society in good standing.

2) A nominee for an Officer position must have served as a Delegate or an Alternate Delegate of a Member Society at past General Assembly or serve as a Delegate or Alternate Delegate of the Member Society at the General Assembly during which he/she is standing for election.

3) Preferably, the candidate should have served as a member of the WFSA Council.

4) It is custom and practice within the WFSA that no Member Society shall nominate more than one person for a position.

President

Is the leader of the WFSA and its highest representative of WFSA globally.

The President shall:

a. Be the overall leader of the WFSA and chair the Board;

b. Preside over the meetings of the General Assembly, the Council and the Board;

c. Contribute to the mission of the WFSA;

d. Be a member and chair of the Council;

e. Be an ex-officio member of all other committees of the Federation; and

f. Perform such other duties as are provided in the Constitution.

Recommended qualities for eligibility:

- Long association with the WFSA;
- Has usually served on the Board;
- Good diplomatic, language and communication skills;
- Demonstrable leadership experience (local, national, regional, international);
- Able to devote sufficient time to the role.

President Elect / Immediate Past President

Duties

a. Be a member of the Board;

b. Deputise for the President as required;
c. Assume the role of President if for any reason the President is unable to perform his / her duties;
d. Contribute to the mission of the WFSA;
e. Perform such other duties as are provided in the Constitution.

Secretary
The Secretary is the primary contact with all National Member Societies and affiliated organisations. He/she is also the primary person responsible for liaison with the Secretariat.

Duties
The Secretary shall:

a. Serve as the Secretary of the General Assembly, Council, and the Board;
b. Execute all official documents when an official signature is required, although the Board may authorize any other member of the Board or the CEO to execute official documents when necessary or appropriate;
c. Supervise the safekeeping of all records in the Federation headquarters other than those pertaining to financial matters;
d. Maintain a Register of Member Societies;
e. Notify all Member Societies of all meetings of the Federation (international, regional and national);
f. Forward to all Member Societies an Annual Report of the Federation;
g. Inform the Director of Programmes regularly of all affairs of his office;
h. Be a member of the Constitution Committee;
i. and
j. Perform such other duties as provided in the Constitution.

Treasurer
The Treasurer takes responsibility for the finances of the WFSA. He/she is assisted in this by the CEO and finance staff. All members of the Board approve the final budgets and as such they incur responsibility.

Duties
The Treasurer shall:

a. Act as the official custodian of all funds of the Federation, except as otherwise specifically provided in the Constitution;
b. Be responsible for detailed accounting of all receipts and disbursements and the safekeeping of the financial records and securities of the Federation as detailed in the Administrative Manual;
c. Submit a written report at each meeting of the Board, Council, and the General Assembly concerning the financial transactions of the Federation, the funds in his care, and the actions he has taken as Treasurer;
d. Submit an annual budget for approval to the Board;
e. Report annually to the Board on the payment of annual subscriptions by Member Societies;
f. Recommend a per diem allowance to servants of the Federation, when appropriate, subject to approval by the Board;
g. Inform and consult with the Director of Partnerships on all financial matters of the Federation;
h. Lead the financial and investment strategy of the Federation; and
i. Perform such other duties as provided in the Constitution.

**Director of Programmes**

The Director of Programmes maintains a liaison role with WFSA Committees that are connected to programme delivery. The Director is usually a member of Council in his/her second term of office thus possessing sufficient experience in the working of the organisation.

Duties

The Director of Programmes shall:

a. Be a member of the Board;
b. Provide oversight of WFSA Programmes;
c. Work with the Secretariat and Committee Chairs to coordinate planning and delivery of WFSA Programme activities;
d. Ensure adequate reporting of Committee activities by Committee Chairs;
e. Provide technical knowledge and clinical know-how to the Secretariat;
f. Take over the duties of the Secretary if the Secretary cannot fulfil those duties for whatever reason;
g. Support the Secretary as required in the completion of duties.

**Director of Partnerships**

The Director of Partnerships is responsible for leading the external partnerships strategy of the organisation including income generation. The Director is usually a member of Council in his/her second term of office thus possessing sufficient experience in the working of the organisation.

Duties

The Director of Partnerships shall:

a. Be a member of the Board;
b. Lead the external partnerships strategy of the Federation and encourage full involvement across the organisation;
c. Foster relationships with industry, philanthropy, institutional donors and other stakeholders who share the aims of the Federation;
d. Promote and monitor the Federation's income generation activity to help meet programme requirements;
e. Take over the duties of the Treasurer if the Treasurer cannot fulfil those duties for whatever reason; and
f. Support the Treasurer as required in the completion of duties.