WORLD FEDERATION OF SOCIETIES OF ANAESTHESIOLOGISTS

CALL FOR NOMINATIONS

WFSA COMMITTEES 2020-2024

The WFSA is inviting applications for the following Committees:

- Constitution
- Education
- Obstetric Anaesthesia
- Paediatric Anaesthesia
- Pain Management
- Professional Wellbeing
- Publications
- Safety and Quality of Practice
- Scientific Affairs

Prerequisites for Committee nomination:

1. Demonstrable expertise in the Committee’s area of work
2. Willingness and commitment to be active in furthering the aims of the Committee and the WFSA
3. Ability to serve four years, with the possibility of a second four-year term
4. Member in good standing with, and endorsed by, his/her National Member Society
5. National Member Society in good standing with the WFSA
6. Confirmed ability and willingness to attend Committee meetings at the World Congress of Anaesthesiologists 2020

Nomination and selection process:

1. Nominations must be made online at https://wfsagrans.awardsplatform.com/ and must reach the WFSA office in London by 31 January 2020. No late nominations will be accepted.

2. The WFSA Board will select a proposed list of new Committee Members by 31 March 2020. This will be in consultation with current Committee Chairs and WFSA Council, and will take into account geographical balance.

3. The early selection of new Committee Members is designed to allow members to make plans to attend the face-to-face meetings at the World Congress of Anaesthesiologists, and to start participating in committee work to allow better coordination and handover of activities.

4. The proposed list of new Committee Members is subject to final approval by the General Assembly at the World Congress of Anaesthesiologists.
**Documentation required:**

1. A completed online application.
2. An abbreviated CV (no more than one A4 page).
3. A passport style photograph (electronic jpeg version).
4. A letter of endorsement from the applicant’s National Member Society stating why they consider the candidate qualified for this position.

**Duties of Committee Members:**

The overarching duties and responsibilities of Committee Members are outlined in the Constitution which can be found at [http://www.wfsahq.org/about-us/constitution](http://www.wfsahq.org/about-us/constitution)

A more specific description of what is required of each Committee is shown here in Annex 1.

Please refer to the website [www.wfsahq.org](http://www.wfsahq.org) to know more about the WFSA programmes and projects.

Adrian Gelb  
Secretary  
21 November 2019
ANNEX 1

Membership

Committee members are individuals with expertise in the area of interest of their Committee and an interest in the WFSA commitments to education, science, patient safety and physician well-being. The Committees of the WFSA direct their time, knowledge, skills, networks and expertise towards the programmes and function of the WFSA and are essential to its success.

Members shall:

- Serve their Committee as active participants for a term of four (4) years with a possible second four-year (4) term;
- Support the programmes of the WFSA, with emphasis on the member’s geographical region;
- Respond appropriately to all communications from their Chair and from the WFSA Board, Council and Secretariat;
- Attend face-to-face Committee meetings at the World Congress;
- Participate in regular video- or teleconferences held by the Committee (usually at least twice per year);
- Provide input into preparation of reports by the Chair (submitted to the Director of Programmes and WFSA Board at least twice per year);
- Submit at least one tutorial to Anaesthesia Tutorial of the Week (ATOTW) or one article to Update in Anaesthesia (UIA) every 2 years;
- Keep up-to-date with the work of the WFSA and its Committees so that the programmes of the WFSA can be delivered in a collaborative and synergistic way.

Under exceptional circumstances and with the approval of the Council and ratification of the General Assembly, Committee members may serve an additional four (4) year term as Chair of a Committee and, thus, serve a total of twelve (12) years on a given Committee.

Membership of a Committee will be automatically reviewed for all members after 2 years and non-participatory members will be asked to stand down so that new members can be co-opted on to the Committee with the approval of the Council. Membership may be revoked at any time if, in the opinion of the Chair of the Committee and the Director of Programmes, a member is not playing an active or sufficiently contributory role. Membership may also be revoked if their National Member Society has not paid its dues.

The Council also has the power to replace a Chair of a Committee and appoint new members to a Committee by co-option. This may take place at any time between General Assemblies with co-opted members serving the remainder of the four-year term.

Committee Mandates

Each Committee should review its mandate on a regular basis to ensure that it remains relevant.

Quorum: For most Committees the quorum should be half the membership plus one.

Committee decisions are normally reached by general agreement of the members as determined by the Chair, unless a vote is requested by any member. In the latter case the vote shall rest upon a
simple majority of those present (or communicating by phone, fax or e-mail). In the event of a tie, the Chair shall have an additional casting vote.

**Constitution Committee**

**Aim**
To review and recommend revisions to the WFSA constitution as required in order to support a proper and effective governance of the organisation.

**Composition**
The composition of the Constitution Committee shall be the Chair, the Secretary and at least two (2) other members. The Chair and the other members shall be selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the Committee may submit self-nominations for consideration. The CEO shall be an ex-officio member of the Committee.

**Duties**
The duties of the Constitution Committee shall be to:

a. Recommend to the Board and Council amendments to the Constitution that it considers will facilitate the work of the WFSA;

b. Ensure that the latest version of the Constitution is available to all members of the WFSA;

c. Guide the process of Constitutional revision.

The Council will present proposed amendments, with explanation, at the next meeting of the General Assembly or for approval of the General Assembly by extraordinary resolution.

**Education Committee**

**Aim**
To create, develop and strengthen the WFSA's Anaesthesiology Education and Training Programme.

**Composition**
The composition of the Education Committee shall be a Chair and usually twelve (12) other members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the Committee may submit self-nominations for consideration. The CEO and Head of Programmes shall be ex-officio members of the Education Committee.

**Duties**
The duties of the Education Committee shall be to:

a. Initiate and carry out education and training projects which fulfil the aims of the Federation;

b. Orient and develop the educational strategy and programme;

c. Liaise with all Committees, particularly the Publications Committee;

d. Develop partnerships with other organisations that share our aims;

e. Develop partnerships with implementing organisations
f. Monitor and report on education and training projects;
g. Seek funding and other support for the activity of the WFSA and for expanding such activity.

Obstetrical Anaesthesia Committee

Aim
To provide support, training and education for anaesthetic practitioners (both medical and non-medical) who care for pregnant women across the world, with particular focus on resource-poor countries.

Composition
The composition of the Obstetric Anaesthesia Committee shall be a Chair and up to twelve (12) members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the committee may submit self-nominations for consideration. The CEO and the Head of Programmes shall be ex-officio members of the Committee.

Duties
The duties of the Obstetric Anaesthesia Committee shall be to:

   a. Develop educational and training materials in Obstetric Anaesthesia;
   b. Support and develop WFSA publications covering Obstetric Anaesthesia;
   c. Support and develop WFSA educational activity covering Obstetric Anaesthesia;
   d. Ensure relevant WFSA guidelines and standards are appropriate;
   e. Seek funding for the activity of the WFSA and for expanding such activity.

Paediatric Anaesthesia Committee

Aim
To provide support, training and education for anaesthetic practitioners (both medical and non-medical) who care for children across the world, with particular focus on resource-poor countries.

Composition
The composition of the Paediatric Anaesthesia Committee shall be a Chair and up to twelve (12) members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the committee may submit self-nominations for consideration. The CEO and the Head of Programmes shall be ex-officio members of the Committee.

Duties
The duties of the Paediatric Anaesthesia Committee shall be to:

   a. Develop educational and training materials in Paediatric Anaesthesia
b. Support and develop WFSA publications covering Paediatric Anaesthesia

c. Support and develop WFSA educational activity covering Paediatric Anaesthesia

d. Ensure relevant WFSA guidelines and standards are appropriate

e. Seek funding for the activity of the WFSA and for expanding such activity.

**Pain Management Committee**

**Aim**
To provide support, training and education for anaesthetic practitioners (both medical and non-medical) who specialise in pain management, with particular focus on resource-poor countries.

**Composition**
The composition of the Pain Management Committee shall be a Chair and up to twelve (12) members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the committee may submit self-nominations for consideration. The CEO and the Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Pain Management Committee shall be to:

a. Develop educational and training materials in pain management;

b. Support and develop WFSA publications covering pain management;

c. Support and develop WFSA educational activity covering pain management;

d. Ensure relevant WFSA guidelines and standards are appropriate;

e. Seek funding for the activity of the WFSA and for expanding such activity.

**Professional Wellbeing Committee**

**Aim**
To create awareness of the impact of occupational stress in our profession and to implement strategies for its prevention and management.

**Composition**
The composition of the Professional Wellbeing Committee shall be a Chair and up to twelve (12) members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the Committee may submit self-nominations for consideration. The Committee may invite professionals other than anaesthesiologists who have the required expertise to serve, provided that such nominations shall be subject to ratification by the Council. The CEO and the Head of Programmes shall be ex-officio members of the Committee.
**Duties**
The duties of the Professional Wellbeing Committee shall be to:

a. Stimulate research into occupational health as it pertains to the specialty of anaesthesia;
b. Devise and implement programmes for monitoring and mitigation of occupational stress in the profession;
c. Advise on working time directives for trainees in anaesthesia;
d. Develop consensus statements on duty hours for providers of anaesthesia at trainee and specialist levels;
e. Develop care plans for impaired practitioners in the specialty;
f. Disseminate educational resources about occupational health in collaboration with the Education and Publications Committees;
g. Seek funding for the activity of the WFSA and for expanding such activity.

**Publications Committee**

**Aim**
To further the work of the WFSA, and through support for the Education and Training programme, to facilitate access to high quality educational material for all levels of anaesthesia provider globally

**Composition**
The composition of the Publications Committee shall be a Chair and up to twelve (12) members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the Committee may submit self-nominations for consideration. The Editors of Update in Anaesthesia (UIA), Anaesthesia Tutorial of the Week (ATOTW), and the Global Health Section of Anesthesia & Analgesia will usually be co-opted members of the Committee. Membership of this Committee should have regard to the world-wide interests of the WFSA and its publications. The CEO and the Head of Programmes shall be ex-officio members of the committee.

**Duties**
The duties of the Publications Committee shall be to:

a. Review and disseminate existing WFSA publications;
b. Liaise with all Committees, particularly the Education and the Safety & Quality of Practice Committees;
c. Orient and develop the WFSA's publications strategy;
d. Develop partnerships with other organisations that share our aims;
e. Develop partnerships with other implementing organisations;
f. Further the aims of the WFSA by encouraging appropriate publications;
g. Expand the readership;
h. Monitor the content of the WFSA Resource Section of the website;
i. Seek funding and other support for the activity of the WFSA and for expanding such activity.
**Safety & Quality of Practice Committee**

**Aim**
To promote the highest standards of safety and quality in anaesthesia internationally.

**Composition**
The composition of this committee shall be a Chair and up to twelve (12) members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the Committee may submit self-nominations for consideration. The CEO and the Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Safety & Quality of Practice Committee shall be to:

- Foster safe practice and high quality of practice in all Member Societies;
- Maintain, disseminate and advocate for the "International Standards for a Safe Practice of Anaesthesia";
- Ensure excellent relations with standards setting bodies such as ISO;
- Ensure effective communication of innovative practices having considered the financial and social constraints that may prevent their adoption by all Member Societies;
- Seek new methods to implement safe practices throughout the world;
- Manage the WFSA's Innovation Awards (with the Scientific Affairs Committee);
- Seek funding and other support for the activity of the WFSA and for expanding such activity.

**Scientific Affairs Committee**

**Aim**
To support the science and research of anaesthesiology and to facilitate cooperation between centres from low- and middle-income and high-income countries.

**Composition**
The composition of the Scientific Affairs Committee shall be a Chair and up to twelve (12) other members selected by the Board (in consultation with the Council) and ratified by the General Assembly after seeking nominations from Member Societies and the previous Chair of the Committee. National society members with appropriate experience and interest in the work of the Committee may submit self-nominations for consideration. The CEO and the Head of Programmes shall be ex-officio members of the Committee.

**Duties**
The duties of the Scientific Affairs Committee shall be to:

- Foster research collaboration and support between member societies, regions and committees;
b. In particular, provide research support for individuals from societies and countries that have previously not been exposed to such opportunities;

c. Develop and maintain a database of scientific programmes and lecturers for use by national society, regional society and world congress organisers as and when required;

d. Generally develop a resource entity with expertise in healthcare matters as they pertain to anaesthesia, intensive care, pain management and emergency care;

e. Manage the WFSA's endorsement (and use of our logo) of other Congresses, Exhibitions, Symposia and Meetings that relate to anaesthesiology.

f. Manage the WFSA's Innovation Awards (with the Safety and Quality of Practice Committee);

g. Work closely with the WCA Scientific Committee on the WCA Scientific Programme;

h. Organise WFSA symposia during important congresses;

i. Foster links with other scientific committees;

j. Help provide hosting departments and laboratories for applicants to research grants and more generally to young colleagues from LMICs;

k. Seek funding for the activity of the WFSA and for expanding such activity.