



IFSSH EXECUTIVE COMMITTEE AND NOMINATING COMMITTEE

2025 COMPOSITION AND ELECTION PROCESSES

	Page
INTRODUCTORY REMARKS	2
1. POSITIONS OF AUTOMATIC SUCCESSION	
PRESIDENT	3
PRESIDENT ELECT	3
IMMEDIATE PAST PRESIDENT	4
2. POSITIONS REQUIRING ELECTIONS	
SECRETARY-GENERAL	5
COMMUNICATIONS DIRECTOR	7
MEMBER-AT-LARGE (5 positions)	9
NOMINATING COMMITTEE MEMBER-AT-LARGE (2 positions)	12

INTRODUCTORY REMARKS

1. Executive Committee nominations

The members of the IFSSH Executive Committee reserve the right to nominate candidates for any and all elected positions.

2. Society nominations

- Each IFSSH member society may nominate one candidate only for each elected position.
- The society may only nominate a candidate if in financial good standing with the IFSSH.
- Letters of nomination must come from the member society's Executive Committee (or equivalent); letters from individual members of the society will not be accepted.

3. Voting eligibility

For all elected positions:

- Each Executive Committee member is entitled to one vote.
- Each IFSSH Delegate (or an appointed proxy) is entitled to one vote, excluding those not compliant with the financial dues requirement. A proxy must be executed in writing and delivered to the Secretary-General no later than the start of the meeting at which voting is to occur.
- A quorum is required at the meeting of 50% of the number eligible to vote.

1. POSITIONS OF AUTOMATIC SUCCESSION

PRESIDENT

Term: 2025-2028

Succession: Automatic - President Elect moves to this position

Position Description: The President shall be the principal executive officer of the Federation. The President shall preside at all meetings of the Council and Executive Committee. The President may sign, with any other proper officer authorized by the Executive Committee, any deeds, mortgages, bonds, contracts or other instruments, which the Executive Committee has authorized to be executed, except documents the execution of which shall expressly be delegated by law, the Articles of Incorporation, these Bylaws, or the Executive Committee to some other officer or agent. The President shall appoint the members of all committees, subject to the approval of the Executive Committee, except as otherwise provided by these Bylaws. The President shall be an ex-officio member of all committees, except the Nominating Committee or as otherwise provided by these Bylaws but shall not vote on any question in any committee except where such vote is necessary to break a tie. The President shall, in general, perform all duties customarily incident to the office of President and such other duties as may be prescribed from time to time by the Executive Committee.

The President shall serve as a member of the IFSSH Nominating Committee.

Application Process: N/A

Election Process: N/A

PRESIDENT-ELECT

Term: 2025-2028

Succession: Automatic - Secretary-General moves to this position

Position Description: The President-Elect shall assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be assigned from time to time by the President or the Executive Committee.

The President Elect shall serve as Chair of the Committee for Educational Sponsorship.

Application Process: N/A

Election Process: N/A

IMMEDIATE PAST-PRESIDENT

Term: 2025-2028

Succession: Automatic - President moves to this position

Position Description: The Immediate Past President shall preside at meetings of the Federation or the Council in the absence, or upon request, of the President and, when so acting, shall have all the powers of and be subject to all of the restrictions upon the President. In the event the Immediate Past President is unable to serve, the next most immediate past president shall fill the remainder of the term.

The Immediate Past President shall serve as Chair of the Nominating Committee.

Application Process: N/A

Election Process: N/A

2. POSITIONS REQUIRING ELECTIONS

NB: Candidates may submit a nomination for one position only.

SECRETARY-GENERAL

Term: 2025-**2031**

Succession: N/A - Election required

Position Description: The Secretary-General shall be the principal administrative officer of the Federation. The Secretary-General shall in general, supervise and direct all of the business affairs of the Federation, subject to the direction and control of the Executive Committee. The Secretary-General will be responsible for (i) maintaining minutes of Council and Executive Committee meetings; (ii) providing notices of meetings; (iii) coordinating the activities of the Executive Committee; (iv) maintaining adequate books of account and financial records for the Federation; (v) receiving, depositing and disbursing funds; (vi) paying expenses; (vii) working with the Federation's independent certified public accounting firm; and (viii) in general, performing all other duties as may be prescribed from time to time by the Executive Committee.

Application Process

Essential Criteria: Applicants must have served a full term on the Executive Committee.

Nomination / Election Process:

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates' Council Meeting (to be held within the IFSSH-IFSHT Triennial Congress, 24th-28th March 2025 – Washington, D.C., USA).
2. Submissions must include:
 - a. A completed application form
 - b. Three signed letters of nomination, one each from:
 - i. the Executive Committee (or equivalent) of the applicant's Society
 - ii. the Executive Committee (or equivalent) of another IFSSH Member Society
 - iii. an IFSSH Executive Committee Member (past or present)
 - c. A summary of the applicant's contributions to the IFSSH (1 page maximum)
 - d. A summary of the applicant's contributions to his/her society and administrative experience in organizations (hospitals, universities, professional societies, etc) (1 page maximum)
 - e. A statement of how the applicant envisions contributing to the pursuit of the mission and goals of the IFSSH (1 page maximum)
 - f. An abbreviated curriculum vitae (1 page maximum)
 - g. A recent high resolution JPEG photograph.

3. **Submissions must be emailed to the secretariat (administration@ifssh.info) by 24th December 2024. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
4. All submissions are placed before the Nominating Committee.
5. The recommendations of the Nominating Committee are provided to the IFSSH Delegates by 24th February 2025 to allow Delegates to discuss their society's vote with their society members.
6. Voting will occur at the IFSSH Delegates' Council Meeting (~24th-28th March 2025).

COMMUNICATIONS DIRECTOR

Term: 2022-2025

Succession: N/A - Election required (NB: The Communications Director may serve two consecutive terms. However, the continuation for a second term is subject to reapplication and election.)

Position Description: The Communications Director will enhance the Federation's media presence, foster communication among members, and maintain the Federation's electronic/Internet presence. The Communications Director will perform such additional duties as may be assigned by the Executive Committee.

The Communications Director's duties will include, but not be limited to, the following:

1. Overseeing
 - a. the maintenance of the IFSSH website
 - b. the promotion of the IFSSH and its member societies through social media
 - c. the dissemination of official IFSSH documents via electronic media
 - d. the maintenance of a secure archive of all IFSSH documents
2. Maintaining the artefacts of the Federation in cooperation with museums and libraries designated by the Executive Committee;
3. Performing regular updates of Member Histories, Pioneers and Giants of Hand Surgery profiles, and Swanson Lectures;
4. Securing financial support for the Ezine and other IFSSH publications; and
5. Serving as a member of the IFSSH Committee for Educational Sponsorship.

Application Process

Essential Criteria:

- Endorsement of application by the applicant's IFSSH member society OR by a member of the IFSSH Executive Committee.

NB: Each IFSSH Member Society may only nominate one person for this position.

Desirable Criteria:

- Knowledgeable in the areas of website management, utilization of social media and archival systems.
- Previous communications experience within a hand surgery society or in relation to congress organisation.
- Involvement within IFSSH activities

Nomination / Election Process:

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates' Council Meeting (to be held within the IFSSH-IFSHT Triennial Congress, 24th-28th March 2025 – Washington, D.C., USA).
2. Submissions must include:
 - a. A completed application form
 - b. One signed letter of nomination, from either:
 - i. the Executive Committee (or equivalent) of the applicant's Society; OR
 - ii. an IFSSH Executive Committee Member (past or present)
 - c. A statement of how the applicant envisions contributing to the pursuit of the mission and goals of the IFSSH (1 page maximum)
 - d. A summary (2 pages maximum) of the knowledge and experience the applicant would bring to this position, including:
 - i. Experience managing organizational websites, social media and archives
 - ii. A portfolio of examples may be included (additional 2 pages maximum).
 - e. An abbreviated curriculum vitae (1 page maximum)
 - f. A recent high resolution JPEG photograph.
3. **Submissions must be emailed to the secretariat (administration@ifssh.info) by 24th December 2024. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
4. All submissions are placed before the Nominating Committee.
5. The recommendations of the Nominating Committee are provided to the IFSSH Delegates by 24th February 2025 to allow Delegates to discuss their society's vote with their society members.
6. Voting will occur at the IFSSH Delegates' Council Meeting (~24th-28th March 2025).

MEMBERS-AT-LARGE (5 positions)

In 2025, five Members-at-Large will be elected. These will provide regional representation on the IFSSH Executive Committee: two from Europe/Africa, one from Asia-Pacific, one from North and Central America (including Caribbean), and one from South America. The societies and regions are defined as follows:

Asia / Oceania	Europe + Africa	North and Central America, inc. Caribbean	South America
Australia Bangladesh Chinese speaking association Hong Kong India Indonesia Iran Japan Kuwait Malaysia New Zealand Philippines Singapore South Korea Taiwan Thailand United Arab Emirates	Austria Belgium Bulgaria Czech Republic Denmark Egypt Finland France Georgia Germany Greece Hungary Israel Italy Latvia Lithuania Netherlands Norway Poland Portugal Romania Russia Slovakia South Africa Spain Sweden Switzerland Turkey UK	Canada Dominican Republic Guatemala Mexico - AMCM Mexico - SMCM Puerto Rico USA - AAHS USA - ASSH	Argentina Bolivia Brazil Chile Colombia Ecuador Peru Uruguay Venezuela

Term: 2025-2028

Succession: N/A - Election required

Position Description: To provide regional representation and advice for all matters of the IFSSH Executive Committee. Members-at-Large are expected to attend all ExCo meetings.

Application Process

Essential Criteria:

- Endorsement of application by the applicant’s IFSSH member society OR by a member of the IFSSH Executive Committee.

NB: Each IFSSH Member Society may only nominate one person for this position.

Desirable Criteria:

- Previous administrative experience within a hand surgery society and/or congress organisation.
- Experience as an IFSSH Delegate

Election Process:

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates’ Council Meeting (to be held within the IFSSH-IFSHT Triennial Congress, 24th-28th March 2025 – Washington, D.C., USA).
2. Submissions must include:
 - a. A completed application form
 - b. One signed letter of nomination, from either:
 - i. the Executive Committee (or equivalent) of the applicant’s Society; OR
 - ii. an IFSSH Executive Committee Member (past or present)
 - c. A statement of how the applicant envision contributing to the pursuit of the mission and goals of the IFSSH (1 page maximum)
 - d. A summary (2 pages maximum) of the knowledge and experience the applicant would bring to this position, including:
 - i. the applicant’s involvement in IFSSH activities
 - ii. the applicant’s contributions to his/her society and administrative experience in organizations
 - e. An abbreviated curriculum vitae (1 page maximum)
 - f. A recent high resolution JPEG photograph.
3. **Submissions must be emailed to the secretariat (administration@ifssh.info) by 24th December 2024. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
4. All submissions are placed before the Nominating Committee.
5. The recommendations of the Nominating Committee are provided to the IFSSH Delegates by 24th February 2025 to allow Delegates to discuss their society’s vote with their society members.
6. Voting will occur at the IFSSH Delegates’ Council Meeting (24th-28th March 2025).
7. Whilst the positions are allocated per region, the full Delegates’ Council will vote on each. Elections will occur in the following order:
 - i. Asia-Pacific – 1 person
 - ii. North America – 1 person
 - iii. South America – 1 person
 - iv. Europe – 2 persons
8. Committee for Educational Sponsorship - One Member-at-Large will serve on the Committee for Educational Sponsorship, selected via lottery draw after all are elected. NB: To increase regional representation, the Member-at-Large from the region represented on

the Committee for Educational Sponsorship in the previous term will not be eligible for election to this position,

NOMINATING COMMITTEE MEMBERS-AT-LARGE

Term: 2025-2028

Succession: N/A - Election required

Position Description: The Nominating Committee Members-at-Large shall participate in all activities of the Nominating Committee. This includes the review of the Executive Committee and Pioneer of Hand Surgery nominations. Further duties may be requested by the Executive Committee.

These positions are not based within the Executive Committee; the elected persons do not attend ExCo meetings but report to the Nominating Committee only.

NB: Applicants should note that the IFSSH bylaws prohibit members of the Nominating Committee from running for any elected IFSSH office during their Nominating Committee term.

Application Process

Essential Criteria:

- Endorsement of application by the applicant's IFSSH member society OR by a member of the IFSSH Executive Committee.
- Shall have served (or be serving) as a Delegate to the IFSSH Delegates' Council.

NB: Each IFSSH Member Society may only nominate one person for this position.

Desirable Criteria:

- Previous administrative experience within a Hand Surgery society and/or congress organisation.
- Attendance at two IFSSH congresses.

Election Process:

1. A call for nominations will be issued by the IFSSH Secretary-General to all IFSSH Delegates at least 6 months prior to the date of the triennial IFSSH Delegates' Council Meeting (to be held within the IFSSH-IFSHT Triennial Congress, 24th-28th March 2025 – Washington, D.C., USA).
2. Submissions must include:
 - a. A completed application form
 - b. One signed letter of nomination, from either:
 - i. the Executive Committee (or equivalent) of the applicant's Society; OR
 - ii. an IFSSH Executive Committee Member (past or present)
 - c. A summary (2 pages maximum) of the knowledge and experience the applicant would bring to this position, including:
 - i. the applicant's involvement in IFSSH activities
 - ii. the applicant's contributions to this/her society and administrative experience in organizations
 - d. An abbreviated curriculum vitae (1 page maximum)

- e. A recent high resolution JPEG photograph.
- 3. Submissions must be emailed to the secretariat (administration@ifssh.info) by 24th December 2024. NO LATE SUBMISSIONS WILL BE ACCEPTED.**
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