



WORLD FEDERATION OF CRITICAL CARE

WFCCN DIRECTOR ROLES

- Directors are elected biennially at the WFCCN Annual General Meeting ('Council')
- There must be a minimum of three Directors at any given time; there is no maximum number of Directors
- The President must be elected by the members
- All other Directors are elected to serve on the Board by the members. Once elected, the incoming Board assigns roles to Directors
- The Directors must act in accordance with the WFCCN Constitution and relevant Company Law.

PRESIDENT

Election

- The President is elected by a majority vote of the WFCCN Council (full members).

Term of office

- The President will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
- The term of office commences at the biennial Annual General Meeting during which elections are held
- The President is not disqualified from nominating for or being re-elected to hold office as President by virtue of, or expiry of, her/his two-year term of office as President.

Role

- By virtue of appointment, the President is the Executive Director of the Federation
- The role is voluntary.

Responsibilities

- In association with the WFCCN Board, to lead and direct the activities of WFCCN
- To oversee governance and ethical responsibility of WFCCN, including corporate responsibilities associated with Company registration

- To preside as Chair at all WFCCN General (Council) and Board (Directors) meetings at which she/he is present
- In conjunction with the Secretary, to set the agenda for WFCCN General and Board meetings
- In conjunction with the Secretary, to prepare the minutes of WFCCN General and Board meetings
- To seek to ensure that all acts, orders and resolutions of the WFCCN Council are carried out
- In conjunction with the Directors, make an annual report to the WFCCN Council of the status and achievements of the Federation, which reflects an accurate overview of the extent to which the Federation has achieved its objects
- To perform such other services as may be suggested by WFCCN Council from time to time.

PAST- PRESIDENT

- The Past-President is an appointed position based on serving as WFCCN President.

Term of office

- The Past-President will hold office for approximately two (2) calendar years after serving in the role as President
- The term of office commences at the biennial Annual General Meeting after completion of the Presidential term.

Responsibilities

- In association with the WFCCN Board, provide guidance to the current President and Officers regarding the activities of WFCCN
- In conjunction with the current President and Officers, inform strategic planning goals for the organization
- Serve in a leadership capacity role to support the WFCCN President. For example, serve as the liaison to the World Federation of Societies of Intensive and Critical Care Medicine (WFSICCM)
- Serve as a WFCCN representative at stakeholder meetings the WFCCN President and/or Vice President is unable to attend
- Contribute to the goals and mission of WFCCN by directing and/or contributing to special project work.

VICE PRESIDENT

Election

- The Vice President is to be elected initially as a Director by a majority vote of the WFCCN Council (full members)
- The incoming Board of Directors assigns the role of Vice President.

Term of office

- The Vice President will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
- The term of office commences at the biennial Annual General Meeting during which elections are held
- The Vice President is not disqualified from nominating for or being re-elected to hold office as Vice President by virtue of, or expiry of, her/his two-year term of office as Vice President.

Role

- By virtue of appointment, the Vice President will chair the Federation in the absence of President
- The role is voluntary.

Responsibilities

- In association with the WFCCN Board, in the absence of the President to lead and direct the activities of WFCCN
- To deputise for the President as necessary
- To follow up on actions from meetings and provide feedback to the President
- To liaise with and support Presidential actions as necessary
- To seek to ensure that all acts, orders and resolutions of the WFCCN Council are carried out
- To perform such other services as may be suggested by WFCCN Council from time to time
- To assure contact with regional federations.

SECRETARY

Election

- The Secretary is to be elected initially as a Director by a majority vote of the WFCCN Council (full members).
- The incoming Board of Directors assigns the role of Secretary.

Term of office

- The Secretary will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
- The term of office commences at the biennial Annual General Meeting during which elections are held
- The Secretary is not disqualified from nominating for or being re-elected to hold office as Secretary by virtue of, or expiry of, her/his two-year term of office as Secretary.

Role

- By virtue of appointment, the Secretary supports the President and the Board of Directors in ensuring the smooth administrative and management functions of the WFCCN
- The role is voluntary.

Responsibilities

- The Secretary shall ensure that all meetings of the Board of Directors and the Council Members are organized and documented in accordance with the guidelines of the WFCCN.
 - Liaising with the President to plan meetings
 - Receiving agenda items from Board of Directors
 - Circulating agendas and reports
 - Taking minutes (unless there is a minutes secretary)
 - Circulating approved minutes
 - Checking that agreed actions are carried out
- The Secretary shall maintain effective records and administration
 - Keeping up-to-date contact details (i.e. names, addresses and contact details)
 - Filing minutes and reports
 - Compiling lists of names and contact details that are useful to WFCCN
 - Keeping a record of WFCCN's activities

FINANCE DIRECTOR

Election

- The Finance Director is to be elected initially as a Director by a majority vote of the WFCCN Council (full members)
- The incoming Board of Directors assigns the role of Director of Finance.

Term of office

- The Finance Director will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the WFCCN Council, or becomes ineligible to hold office or resigns
- The term of office commences at the biennial Annual General Meeting after elections are held
- The Finance Director is not disqualified from nominating for or being re-elected to hold office as a director by virtue of, or expiry of, her/his two-year term of office as Finance Director.

Role

- By virtue of election, the Finance Director serves as treasurer along with other duties as assigned
- The role is voluntary.

Responsibilities

- To maintain up to date records of all financial transactions using a software system
- To seek authorization for each payment and record all transactions
- To provide regular financial reports to the board on the Federation's financial position
 - The report must always include an explanation for any discrepancies between the budget and current expenditure
- To manage all WFCCN bank accounts
- To promote good banking principles
- To comply with government laws and tax regulations, as well as protecting the organization against theft and fraud
- To prepare a budget to be approved by the Board
- To prepare accounts for audits
- To provide advice on possible investments
- To advise the Federation on its fundraising strategy

- To perform additional duties as requested by the WFCCN Board.

DIRECTOR OF MEDIA AND COMMUNICATIONS

Election

- The Director of Media and Communications is to be elected initially as a Director by a majority vote of the full members of the WFCCN Council
- The incoming Board of Directors assigns the role of Director of Media and Communications.

Term of Office

- The Director of Media and Communications will hold office for approximately two (2) calendar years unless she or he is removed by a majority vote of the members of the WFCCN Council, or becomes ineligible to hold office or resigns
- The term of office commences at the biennial Annual General Meeting after elections are held
- The Director of Media and Communications is not disqualified from nominating for, or being re-elected to hold office by virtue of, or expiry of, her/his two-year term of office as Director of Communications.

Role

- By virtue of the election, the Director of Media and Communications serves as liaison person for information uploaded in the WFCCN website along with other duties as assigned
- The role is voluntary.

Responsibilities

- To maintain up-to-date information on the WFCCN website
- To ensure appropriateness of the information uploaded in the WFCCN website
- To seek information from WFCCN member countries for continuing education programs and conferences related to critical care that they would like to advertise through the WFCCN website
- To liaise with other members of the Board of Directors to create a quarterly newsletter (December, March, September)
- To liaise with the Editors of CONNECT for uploading the archived and current issues of the journal
- To respond to all queries and requests related to the WFCCN websites
- To perform additional issues as requested by the WFCCN Board.