



EUROPEAN ACADEMY OF DERMATOLOGY AND VENEREOLOGY
ACADEMIE EUROPEENNE DE DERMATOLOGIE ET VENEREOLOGIE
A non profit association / Association sans but lucratif

IMPORTANT ADVICE

We urge all who are interested in submitting a nomination to attentively read the Call, familiarise themselves with the required documents, nomination procedure and submission mechanism. We strongly advise not to wait until the approach of the deadline to submit the Nomination Pack. Please bear in mind that incomplete Nomination Packs and documents non-compliant with the Call will not be considered valid and late submissions will not be accepted.

CALL FOR NOMINATIONS

FINANCE COMMITTEE MEMBER (2022-2026)

Notice is hereby given that call for nominations for the **Finance Committee (1 vacancy)** is now **open**.

Nominations for this position must be submitted to the Secretary General by
Monday, 8 August 2022, at 12:00 hrs CEST (24-hour clock)

Only Fellow Members and International Fellow Members are entitled to submit a nomination and stand for election to this position.

All potential candidates are requested to carefully read and respect the following instructions:

- Candidates must be in good standing and have voting rights.
- Candidates must be proposed and seconded by two EADV Members in good standing and with voting rights.
- The term of office of a Committee Member is 4 years.
- The term of office of the elected candidates will become effective after the Autumn Board Meeting (currently scheduled to be held in the beginning of September 2022).

In good standing → EADV membership for the year 2022 must have been paid in full by the 2022 membership deadline (expired on 31 January 2022)

NOMINATION PROCEDURE

To be valid, a **Nomination Pack must include:**

1. The **Nomination Form** signed by the applicant and by the two endorsers (i.e. proposer and seconder);
2. A **short CV (max. two A4 pages)**;
3. Recent head and shoulders **photograph**;
4. An updated and signed **Conflict of Interest Disclosure Form**;
5. A signed **Codes of Conduct and Behaviour Form**.

IMPORTANT TO KNOW AND TO REMEMBER:

- Take careful note to the "IMPORTANT ADVICE" above
- All forms must be duly filled out, dated and signed to be considered valid;
- All the submitted documents must be in English to be considered valid;
- CVs longer than two A4 pages will not be considered valid;
- The names and countries of the candidate, proposer and seconder as well as the CV, photograph and duly filled out and signed Conflict of Interest Disclosure Form will be made public to the voters (the EADV Board Members) as part of the Candidate Profile.



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Information about the call is available on the EADV website – [Nominations and Elections Page](#)

Submission of the required material is only possible electronically

Questions may be addressed to eadvelections@eadv.org

Please, remember: The call closes on Monday, 8 August 2022, at 12:00 hrs CEST (24-hour clock)

All nominations will be subject to approval by the Nominations and Elections Monitoring Committee (NEMC).

The election of the Finance Committee Member is planned to be held in concurrence with the 62nd Board Meeting, currently scheduled to be held in Milan, on Wednesday 7 September 2022. Should there be any changes in this regard all candidates will be informed accordingly closer in time to the Board Meeting. Additional details in relation to the election procedure will be communicated to the nominees upon the approval of the nomination.

Additional information about the Finance Committee responsibilities/mission/tasks

The Finance Committee's functions are as follows:

- Ensure that adequate internal control system and regular audits take place
 - Use of process maps
 - Control of signature rights, proper accountability and follow up
 - Correct and precise budgeting
- Risk assessment, risk management and compliance
 - Verify if operational risks are properly identified and control mechanisms are implemented
 - Verify if taxation status has been properly addressed
- Control if EADV reserve accounts and investments are handled according to the policies in place (separation between operational body and regulatory/control body)
- Monitoring of the evolution of the EADV's financial state and financial health

A handwritten signature in blue ink, appearing to be 'CS', is placed over a light blue circular stamp.

Prof Carmen Salavastru
EADV Secretary General

July 2022