

International Federation of Fertility Societies (IFFS)

IFFS Officers – terms of appointment

Policy and procedure no. 5

Name	IFFS Officers
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1. Introduction

The International Federation of Fertility Societies (IFFS) is a global organisation representing the international clinical and scientific community of reproductive medicine. The IFFS was first established in 1951 and comprises of over 50 national professional societies whose members practise in this field. To undertake its business and further the aims and objectives of the IFFS it is necessary to have an administration supported by a number of “officers” to ensure the effective management of the federation. This policy sets out the terms of appointment for the officers of federation.

2. Officer positions

a. President

The President- elect assumes the President position at the time of the second General Assembly at the triennial world congress. The key roles of the president are to provide leadership to the Federation and chair the board of directors. The term of office is three years.

b. President elect

The President-elect is elected by the General Assembly. The key roles are to support the President Directors. The term of office is three years.

c. Secretary General

The Secretary General is elected by the General Assembly. The nominee for this post will normally be the Assistant Secretary General. The key roles are to oversee the

day to day management of the Federation, to ensure its policies and procedures support the aims and objectives of the Federation and to support the Board of Directors and other key committees. The term of office is three years extendable to six years subject to the support of the General Assembly.

d. Director of Education

The Director of Education is appointed by the Board of Directors. The key roles are to lead and develop the IFFS Education programme and chair the Education Committee. This appointment is not time limited.

e. Treasurer

The Treasurer is elected by the General Assembly. The nominee for this post will normally be the Assistant Treasurer. The key roles are to oversee the financial affairs of the Federation, provide financial reports to the Board of Directors and General Assembly and present a business plan to the Board of Directors. The term of office is three years and extendable to six years subject to the support of the General Assembly.

f. Assistant Secretary General

The Assistant Secretary General is elected by the General Assembly. The key roles are to support the Secretary General in his/her role and edit the IFFS Newsletter. The term of office is as for the Secretary General.

g. Assistant Treasurer

The Assistant Treasurer is elected by the General Assembly. The key role is to support the Treasurer in his / her role. The term of office is as for the Treasurer.

3. Definitions

a. IFFS Board of Directors

The Board of Directors is Board accountable to the General Assembly for the running of the IFFS. Its membership includes the officers of the federation together with the representatives of nine member societies. Its membership except the president is elected at the General Assembly.

See also terms of reference.

b. Executive Committee

The Executive Committee is formed of the officers of the federation and oversees the day to day running of the federation and is accountable to the Board of Directors.

See also terms of reference.

c. Scientific Committee

The Scientific Committee is sub-committee of the Board and is accountable to the Board of Directors for the production and content of the scientific programme of all IFFS meetings. Its chair is non-elected and is the immediate past president. Its membership includes two officers, representatives from the former and forthcoming world congress and six representatives of member societies elected by the General Assembly.

See also terms of reference.

d. Education Committee

The Education Committee is a sub-committee of the Board and is accountable to the Board of Directors for educational activities undertaken by the Federation other than the content of its major scientific meetings. Its chair is appointed by the Board and its membership is by appointment.

See also terms of reference.

e. Standards and Practice Committee

The Standards and Practice Committee is a sub-committee of the Board and is accountable to the Board of Directors for developing and promoting standards of practice related to the aims and objectives of the IFFS. Its chair is appointed by the Board and its membership is by appointment.

See also terms of reference.

f. Industry Committee

The Industry Committee is a sub-committee of the Board and is accountable to the Board of Directors for matters relating to commercial sponsorship in support of the aims and objectives of the IFFS. Its chair is appointed by the Board and its membership is by appointment.

See also terms of reference.

g. Audit Committee

The Audit Committee is elected by the General Assembly and is accountable to the General Assembly for assurance of the governance of the Federation. Its members are independent of the Board of Directors and serve for six years.

See also terms of reference.

h. Nomination Committee

The Nomination Committee is elected by the General Assembly and makes recommendations to the General Assembly for the appointment of the officers of the Federation and the member societies of the Board of Directors and Scientific Committee

See also terms of reference.

4. Status of Officer position

The officer position is voluntary.

5. Criteria for appointment to Officer of IFFS

- a. Other than the director of education and the permanent secretariat, there is no formal recruitment process for officers. However

- b. officers should possess a contemporary professional qualification relevant to the field of reproductive medicine and hold a current institutional affiliation and
- c. officers should hold professional membership to their national society and
- d. officers should have the qualities and skills to support the aims and objectives of the IFFS.

6. Conduct of Officers of IFFS

- a. The IFFS is a democratic organisation governed by its Constitution and By-laws.
- b. Officers are expected to uphold the IFFS Constitution and its By-Laws, promote the IFFS mission and further its aims and objectives.
- c. Officers are expected to undertake their work in line with the principles of good corporate governance.
 - i. Focusing on the organisation's purpose and on outcomes for citizens and service users
 - ii. Performing effectively in clearly defined functions and roles
 - iii. Promoting values for the whole organisation and demonstrating the values of good governance through behaviour
 - iv. Taking informed, transparent decisions and managing risk
 - v. Developing the capacity and capability of the governing body to be effective
 - vi. Engaging stakeholders and making accountability real

http://www.cipfa.org.uk/pt/download/governance_standard.pdf

- d. Officers are expected to uphold the principles of public life namely:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership

<http://www.archive.official-documents.co.uk/document/parlment/nolan/about.htm>

7. Attendance at committee meetings

- a. It is understood that personal circumstances may dictate unavoidable absence however, given the infrequency of meetings (usually twice a year), attendance is expected to be 80%.

8. Failure to attend committee meetings

- a. Officers who fail to attend three consecutive meetings will be asked to consider their position.

- b. In the event they are unable to commit attendance to future meetings they will be required to relinquish their position.

9. Termination of position

- a. Exclusion of an Officer may be recommended in the event of behaviour which conflicts with the aims and objectives of the IFFS or the principles set out in paragraph (4) above.
- b. If exclusion is considered necessary, the chair of the audit committee will be asked to undertake an investigation and provided a recommendation to the President.

10. Expenses for attendance at committee meetings

- a. Committee meetings are timed so as to coincide with regular major international meetings that members may plan to attend anyway (ASRM, ESHRE).
- b. Therefore, **no** expenses are provided for attendance at committee meetings other than for permanent secretariat staff.
- c. The secretariat will provide confirmation of attendance at committee to enable those who are able to claim for their expenses.
- d. The Director of Education should include his/her own expenses for attendance at workshops within the educational budget available.

11. Remuneration

- a. In recognition of their burden of responsibility and accountability and the additional meetings / conference calls in which they are expected to participate each officer will be provided with an honorarium.
- b. The quantum is \$1000 to be paid by bankers draft at the beginning of the financial year.
- c. The honorarium is non- negotiable and is irrespective of the expenses incurred.
- d. This amount of the honorarium will be reviewed three yearly.