



Responsibilities/ Expectations of Committees & Chairs

1. Develop Mission, specific aims and goals and action plan
2. Maintain up to date committee roster with contact information
3. Maintain active list of committee activities
4. Chair Communications (email, conf. call, phone, written reports, etc.)
 - a. Communication with committee members
 - b. Communication with Central Office (CO)
 - c. Communication with Coordinator of Committee Activities (CCA)-
Kenan Arnautovic kenanarnaut@yahoo.com
 - d. Annual report to AC, EC
5. Financial support to WFNS Foundation



Responsibilities/ Expectations of Committees & Chairs (cont'd)

- 1. Implementation of action plan**
- 2. Development and oversight of meetings (courses, symposia, webinars, congresses, etc.)**
- 3. Development of publications**
 - a. Peer review, books, chapters, and monographs**
 - b. Guidelines, consensus conference papers and white papers**
 - c. Web content**
- 4. Communications**
 - a. Web update & construction (relevant to committee)**
 - b. Contribution to the Newsletter**
 - c. Communication with Central Office and Coordinator for Committee Activities**



Responsibilities/ Expectations of Committee Courses

1. Develop ideas and organize for specialty “Training” courses
2. Development of goals and action plan for courses
 - a. Stand alone
 - b. Collaborative (Education and Training Committee, Partnering society, institution, IM/ World Congress, etc.)
3. Develop a budget
4. Submit plan to Coordinator of Committee Activities and Central Office for approval
5. Approval dependent on:
 - a. Meets goals and objectives of WFNS
 - b. Financial arrangement for use of WFNS logo and support
 - c. Financial support to WFNS Foundation
6. Communication with CO and CCA so that co-Marketing can be achieved to improve outcome



WFNS Committee Culture

- Accountability for the committees
- Accountability for the committees with improved communication, educational content, and improved standards
- Created and RAISED expectations
 - Reorganization of the committees
 - New roles and responsibilities for Chairs and Committee members
 - Setting goals and objectives with expectation to achieve more
 - Constantly redefining and fine tuning the mission for each committee
 - Bi-annual review of committees
 - Objective criteria for: Meeting or Exceeding Expectations, and those that Need Improvement
 - Improved communication



Annual Evaluation of Committee Activities

Evaluation	Score	Goals= Points
<u>Meetings:</u> Number of meetings / courses / Webinars, Congresses) etc (New collaborations?)		0= 0, 1= 1- 2, 2-3= 2, <u>>3= 3</u>
<u>Publications:</u> Number of peer review publications, books, monographs, guidelines, white papers, consensus conferences		0= 0, 1= 1, <u>>1= 2</u>
<u>Communications:</u> Content provided to web page, newsletter(s), committee members/ minutes, CO, CCA, WFNS Scientific Program		0= 0, 1-3= 1, 3-5= 2; <u>>5= 3</u>
<u>Financial:</u> Financial contribution to WFNS / WFNS Foundation (New collaboration(s)?)		0= 0, USD \$1- \$9,999= 1, <u>> USD \$10,000= 2</u>
<u>Unique Initiatives:</u> Innovative or creative initiatives		0= 0, 1-2= 1, <u>>2= 2</u>
TOTAL		Annual Expectation- Minimal 5 Points Possible 12 Points

**ARTICLE VI - COMMITTEES; COMPOSITION, ELECTIONS, APPOINTMENTS,
MEETINGS, TERMS, DUTIES; PARLIAMENTARIAN**



There shall be an Executive Committee, an Administrative Council, Standing, Special, and other Committees of the Federation as listed but not limited to the following:

1. Executive Committee
2. Administrative Council

(Standing Committees)

3. Constitution and Bylaws
4. Program
5. Finance
6. Nominating
7. Membership
8. Local Arrangements for the Congress
9. Publication and Web
10. Audit

(Others)

11. Special (Ad Hoc) Committees

Members of all Standing Committees of the Federation shall be elected for two (2) years. Members of Special (Ad Hoc) Committees shall be appointed for a period of time at the pleasure of the President.

All outgoing Committee Chairpersons shall prepare and deliver to their successor transition information and documents promptly to facilitate the ongoing activities of the Federation and Congress.

When deemed appropriate and/or important, one or more members of a standing or ad hoc committee may be re-elected or reappointed. A maximum of two (2) consecutive terms (four (4) years total), and no other subsequent term, is allowed. In any event, one member of each committee, or its Chairperson, may continue for another two (2) years as an ex-officio member of the new committee to provide understanding and continuity of effort.

Chairpersons of the following Standing Committees (Publication & Web, Constitution & Bylaws, and Audit) may serve a maximum of two (2) immediately successive full terms (four (4) years total). No member may chair more than one (1) committee.

For the purpose of serving on the Nominating Committee or other Standing Committees of the Federation, an individual member of a national or multinational society with membership in more than one continental association may only represent that continental association with which his/her national or multinational organization is officially (politically) aligned as expressed in Article III, Section 1, A, of these Bylaws.



Thank you!

kenanarnaut@yahoo.com

Whatsapp, Viber ++1 901 488-7166