



**WNFS COMMITTEES**  
**Coordinator : Miguel A. Arraez**

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**GUIDELINES**

1.- The President, 1st Vice-president, Secretary and Coordinator of Committee Activities are ex-officio members of all the committees but the Audit, Constitution & By-Laws and Nominating Committees as stated in the WFNS Constitution & By-Laws.

2.- The Chairman of the Committee will serve for a period of four years only. The Administrative Council can decide about the shortening of this period after appropriate motivation in particular cases in which the committee goals are not being achieved.

3.- The Committees will run independently in regard to internal functioning, administrative burden and communication among members.

4.- Every Committee will establish specific goals and actions. Action plans for the next four years must be submitted in less than three months after the nomination of the new Chairs.

5.- The Committees will organize Congress, Meetings, Workshops, etc. at least twice a year (in no competition with the Educational Committee). The meetings will be announced in the website and must also be disseminated electronically. These activities will be in compliance with the future policy regarding WFNS CME.

6.- The Committees will also carry out publication activity (papers, books, monographs) under the name of the WFNS Committee.

7.- The Committees will elaborate scientific guidelines & protocols related to specific fields in Neurosurgery (see the example of SAH WFNS grades).

8.- The Committees can establish the accreditations criteria for centers with commitment for fellowships and other specific educational activities.

9.- The Committees will contribute to the specific web site in [www.wfns.org](http://www.wfns.org) with the relevant information about the following items:

a) Identification of the Chairman / leadership

- b) Mission / Vision / Plan of action
- c) Members (Name /affiliation / contact)
- d) Meetings (past/future)
- e) Publications
- f) Centers for training / fellowship (?)

10.- The Committees will hold a business meeting at least once a year.

11.- The activities of the Committees will be reported every year. A specific form will be provided for that purpose.

12.- The number of members composing the Committees will be reasonable in accordance with its activity and purposes, and will try to equally represent the different geographical areas. The Chairman will follow closely the activity of the members of the Committee

13.- As the WFNS mission is very much linked to the WFNS Foundation activities, the Committees are expected to provide waived registration & accommodation in every scientific meeting for two trainees from developing countries. The two grants will be offered to the WFNS Foundation for the appropriate choice of the granted neurosurgeons. The Committees must be also be committed to identify the needs of developing countries / areas in regard to the specific scope of the Committee. The efforts and initiatives regarding fundraising must be also taken into consideration for the educational purposes of the Committee in developing areas.

14.- As decided in the AC meeting, WFNS does not provide budget for the activities of the committees and 50% of the profit from conferences/ courses/meetings/congress should be returned to the WFNS.

15.- In order to advice about to continue/discontinue, the activity of the committees will be yearly evaluated by the WFNS Administrative Council according to the following items:

- Number of meetings / courses / congress
- Number peer review publications as committee
- Number of books / monographs
- Number of published guidelines
- Content of the WFNS web page
- Financial contribution to WFNS / Foundation