

**Education and Management
Division (EMD)**

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From: Prof. Leslie Lai, Chair of IFCC EMD

Date: 30.10.2019

Ref: Call for nomination 2020- 2022
Vacancy position on the EMD Executive Committee

To: National Representatives of IFCC National Society Members

Dear Colleagues

The Education and Management Division (EMD) is a key resource for all members of IFCC. EMD facilitates the development of managerial skills, supports educational activities in Laboratory Medicine and offers critiques, advice and cutting-edge expertise on issues and problems related to laboratory management, teaching and education.

We are inviting nominations for one Member position on the EMD Executive Committee for the term of office 2020-2022 as one vacancy will arise on 1.1.2020.

The term of office will be for an initial period of three years ending on December 31st, 2022. The position is renewable for a second and final term of three years on the recommendation of the Division Chair and approval by the IFCC Executive Board.

The EMD Executive Committee (EC) is the management group responsible for directing and coordinating the activities of the EMD working units consisting of Committees, Working Groups and Special Projects.

The responsibilities of the EC are:

- *Initiation, management and coordination of EMD projects.*
- *Ensuring committees and working groups are functioning under clear terms of reference and an agreed schedule of activities.*
- *Ensuring satisfactory progress of each project, monitoring of activities, and resolution of conflicts.*
- *Reviewing educational and managerial problems in current practice and initiation of projects as appropriate.*
- *Ensuring sufficient funding is obtained to achieve the completion of selected projects.*
- *Communicating and interfacing with the Executive Board, Divisions and Committee Chairs of IFCC.*

Each EC member shall contribute to all of the above-stated responsibilities. For further information about EMD activities, please visit the following link: <http://www.ifcc.org/ifcc-education-division/>

The time required to fulfill the various tasks related to this activity is approximately one half day per week. Much of the work is conducted by e-mail. In addition, the Division holds two 2-day face-to-face meetings per year. One of the meetings is usually held during a Regional Congress sponsored by IFCC, during the IFCC General Conference or during the IFCC International Congress.

Applicants should have extensive experience in professional educational and management activities, preferably at a national or international level.

All National Societies are requested to encourage appropriate members of their organisation to apply for this important position inside IFCC.

Applications, describing the relevant interest and experience with a short CV of the candidate and a letter of support from the National Society, should be sent to Silvia Cardinale in the IFCC Office (cardinale@ifcc.org) no later than **15th December 2019**.

Yours sincerely

A handwritten signature in black ink that reads "Leslie Lai". The signature is written in a cursive style with a large initial 'L'.

Leslie Lai

Chair of the IFCC Education and Management Division (EMD)