



## **World Gastroenterology Organisation (WGO) Candidate Selection Criteria and Guidelines for Nominations Process 2021-2023 Term**

### **Introduction**

The WGO Nominations Committee is seeking nominations for various positions within the World Gastroenterology Organisation (WGO) as required by the Statutes and By-Laws, which contain information on eligibility and terms-of-office.

The Nominations Committee will collect nominations from all WGO Member Societies including the Regional Associations. In addition, consideration will be given to the recommendations from the current committee and interest group chairs and the Governing Council.

### **Open Positions**

#### **Governing Council**

- President-Elect – Serves a 2-year term as President-Elect, 2-year term as President, and 2-year term as Past President
- Secretary General – May serve up to a maximum of two, 2-year terms
- At-Large Member – May serve up to a maximum of two, 2-year terms

#### **Committees and Interest Groups**

The following committees and interest groups are accepting members:

1. Clinical Research Committee
2. e-WGN Editorial Board
3. Finance Committee
4. Global Guidelines Committee
5. Publications Committee
6. Scientific Programs Committee
7. Train the Trainers Committee (applicants *must* have attended a TTT in order to be considered for this committee)
8. Young Members Committee (applicants *must* be under the age of 45)
9. WGO Foundation (applicants *must* have experience fundraising)
10. Endoscopy Interest Group
11. Hepatology Interest Group

### **Process**

The Nominations Committee will review and discuss, via videoconference call and email, all nominated candidates and make their selection. Results will afterward be presented to the WGO Governing Council for approval followed by confirmation of interest of the nominated candidates. The Nominations Committee will then present the final slate of nominations to the General Assembly for final ratification during the next meeting of the General Assembly, to be held in Prague, Czech Republic during the CSG/WGO Joint Gastro Meeting from 9-11 December 2021.

It is anticipated that we will receive many more applications than there are positions to be filled. While an individual's experience and expertise are of primary importance, the selection of the final list of nominations also takes into account geography, gender, specialty, and, where applicable, previous membership in WGO committees, interest groups, task forces, projects and initiatives, in order to achieve diverse and balanced representation in each committee.

## Required Documentation

To nominate your candidate(s), please complete the online nominations form via Jot Form using this link: <https://form.jotform.com/210477737004150>. One form should be submitted for each candidate you wish to nominate.

1. Please submit a brief curriculum vitae (maximum 800 words) of the candidate in English.
2. Brief explanation (maximum 300 words) as to why you feel this candidate would be suitable for the position you have selected.
3. Please submit any additional information that you would like for the WGO Nominations Committee to consider.

## Requirements for President-Elect, Secretary General and At-Large Member

For the positions of President-Elect, Secretary General and At-Large Member, the Nominations Committee will only consider nominations of those candidates who have served *at least* one term previously on the Governing Council and will have previously participated in or contributed to WGO committees or other major societal programs in a substantial way. The individual will have exhibited exceptional leadership ability and an extensive record of service and contributions to WGO. The candidate will be highly experienced and knowledgeable about all aspects of WGO and will ideally possess certain fundamental characteristics:

- **Vision and Leadership:** Exhibits leadership ability and an understanding of the scope of work of WGO and the opportunities presented by the organization; the ability to help set strategy and policy to help WGO achieve its mission, vision and goals.
- **Advocacy, Stewardship and Integrity:** The ability to serve and promote the interests and goals of WGO without forgetting the interests of WGO's members and other constituencies; the ability to contribute effectively in an international environment.
- **Experience and Knowledge:** A history of service and contribution to WGO. The ability and willingness to become thoroughly familiar with WGO's mission, vision, goals and basic governance documents, and how the organization actually carries these out day-to-day through its organizational structure and operations; an understanding of how the Executive Committee and Governing Council operate, that is, reach consensus, as single deliberating bodies.
- **Personal Commitment and Diligence:** The willingness to contribute the necessary time and effort to fulfill designated responsibilities, including understanding strategic, financial and operational issues facing WGO, asking questions and following up as needed, engaging personally with the organization, whether through financial support, advocacy, networking, or other personal support activities, and staying current on business, societal and governance principles, endeavoring to apply them to their work with WGO.
- **Collegiality:** The ability to work well with others and to show respect for the ideas and views of fellow leadership representatives and staff. Engage others in the work of the organization.

Please note that broad geographic and gender representation, as well as other demographic factors within WGO's governance structure, are also be considered. Candidates for WGO Officer positions will ideally have an ability and capacity to communicate and network effectively and broadly. In addition, for some Officer positions it may be important to consider particular backgrounds or types of expertise or access to key constituents or professionals that can be helpful to the organization.

## Summary of Officer Positions:

### WGO President-Elect

The candidate for President-Elect will have served at least one term previously on the Governing Council and will have previously participated in or contributed to WGO committees or other major societal programs in a substantial way. The individual will have exhibited exceptional leadership ability and an extensive record of service and contributions to WGO. The candidate will be highly

experienced and knowledgeable about all aspects of WGO, and shall assist/represent the President in the conduct of the business of the organization. The position of President-Elect will be limited to one, two-year term of office, which will run from the approval of the General Assembly. The President-Elect will automatically become the next President when the term of the current President is completed. The President-Elect will serve as the Chairperson of the Foundation and act as the liaison between the Governing Council and the WGO Foundation.

### **Secretary General**

The Secretary General shall be a statutory officer of WGO and will serve as the liaison between WGO and the member societies and will be responsible for the duties assigned by the President and Governing Council. The Secretary General shall serve two, two-year terms of office from the approval of the General Assembly. The candidate for Secretary General will have served at least one term previously on the Governing Council and will have previously participated in or contributed to WGO committees and other major societal programs in a substantial way.

### **At-Large Member**

The At-Large Member shall be a statutory officer of WGO and will be responsible for the duties assigned by the President and Governing Council. The At-Large member shall serve two, two-year terms of office from the approval of the General Assembly. The candidate will have served at least one term previously on the Governing Council and will have previously participated in or contributed to WGO committees and other major societal programs in a substantial way.

### **Responsibilities for all Governing Council Members:**

- Actively participates in regularly schedule teleconferences.
- Ensures ongoing communication with the Governing Council as well as the membership.
- Serves as the liaison to one or more committees as appointed by the Governing Council.
- Maintains relationships with sponsors.
- Is available to any member by phone or email to answer questions, provide consultation, and respond to concerns; refers questions to appropriate staff for follow-up.
- Keeps Governing Council and staff informed about issues or trends of concern to members.
- Reports significant problems or concerns to the appropriate staff, GC member, or committee chair.
- Assists in carrying out the duties of the Governing Council to help set the strategic direction using available resources of the organization.
- Becomes familiar with the WGO bylaws, policies and procedures, organization functions, and the conduct of effective meetings.
- Works closely with staff to accomplish position responsibilities.
- Represents organizational issues to external groups as requested.

### **General Requirements of Candidates for Committee and Interest Group Roles**

While much of the work of committees and interest groups are conducted via email and videoconference calls in order to provide the opportunity for all members to participate and to manage costs effectively, we do request that candidates possess or demonstrate the following:

- Attend and actively participate in meetings and teleconferences
- Assist the committee in developing and executing a plan to achieve the goals of the committee
- Contribute the necessary time to projects and programs of the committees and interest groups.
- Exhibit leadership ability and an understanding of the scope of work of WGO and the opportunities presented by the organization. This includes having an understanding of WGO's mission, values, and objectives.
- Exhibit collegiality: work well with others and show respect for the ideas and views of fellow members, representatives and staff. Engage others in the work of the organization.
- Participate in the quarterly videoconference calls of the committees and interest groups. (please note that WGO cannot undertake to cover costs of travel or accommodation and no grants are provided to committee members).

- Attend the annual in-person meeting (if able) which may be either a WGO co-sponsored meeting or World Congress.

### Balanced Representation and Distribution

WGO pays special attention to an equal distribution of its committees and interest groups. While an individual's experience and expertise are of primary importance, the selection of the final list of nominations also takes into account broad geographic and gender representation as well as other demographic factors within WGO's governance structure. Where applicable, previous membership in WGO committees, interest groups, task forces, projects and initiatives will also be considered, in order to achieve diverse and balanced representation in each committee.

### Timeline and Submission Information

**The deadline for submissions to the Nominations Committee is 1 April 2021.** Nominations may be submitted online, via Jot Form using this link: <https://form.jotform.com/210477737004150>.

#### 2021-2023 WGO Nominations Calendar (at a glance)

- Nominations Open: 24 February – 1 April
- Completed Applications Due: 1 April
- Committee and Board Review: April - June
- Candidate Notifications: July-August
- Notification to General Assembly: October
- Ratification by General Assembly: December
- New terms begin after ratification in December through November 2023

Should you have any questions, please email Marissa Lopez, WGO Executive Director, at [mlopez@worldgastroenterology.org](mailto:mlopez@worldgastroenterology.org).