

**Education and Management
Division (EMD)**

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From: Leslie Lai, EMD Chair

Date: 15.06.2018

**Ref: Call for nomination 2018- 2020
Vacancy position inside 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.

A vacancy has arisen in the Executive Committee.

The term of office will be until December 31st, 2020. The position is renewable for another term upon recommendation by 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 its 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 activity.*
- *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 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 national or international level.

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

Applications, describing the relevant interest and experience with a short CV of the candidate and a letter of support from the Company, should be sent to Silvia Cardinale in the IFCC Office (cardinale@ifcc.org) no later than **15 June 2018**.

Yours sincerely



Leslie Lai

Chair of the IFCC Education and Management Division
and Management Division (EMD)