



Standard Operating Procedure

WFUMB COMMITTEES

EXECUTIVE BOARD

All Committees all subject to the Constitution and Bylaws which can be found on the WFUMB website under terms of reference of committees <https://wfumb.info/constitution-bylaws/>

1. The day-to-day affairs of WFUMB shall be administered by the Executive Board (ExB). The Administrative Council shall determine WFUMB policy matters to be ratified by the General Assembly. The ExB tasks include the following:
 - Appointment of the Administrative Manager.
 - Calling Administrative Council (AC) and General Assembly (GA) meetings.
 - Calling for candidates for Officers, Councillor and Committee positions from the Federations.
 - Advising Federations of nominations at least 60 days before the GA.
 - The establishment of ad hoc committees and working groups, the assignment of tasks and the appointment of chairs and members is done by the Executive Board, but requires confirmation by the AC.
 - Reviewing contracts with the Web Administrator, Accountant, Auditors and Journal Editors in Chief.
 - Presenting for AC approval, arrangements for cooperation with other organizations having mutual or parallel interests.
 - Requesting proposals for bids for WFUMB Congress.
 - Referring to the Constitution Committee the amendment or repeal of the Bylaws or the adoption of new Bylaws.
2. The Executive Board is comprised of the President, Past President, President Elect, Vice President 1 and Vice President 2, Treasurer and Secretary.
3. Candidates shall be from those categories of membership in the Affiliated Organization which have chosen affiliation with WFUMB.
4. The President-Elect shall be elected to serve a two-year term only. At the end of this period the President-Elect shall be appointed President for a subsequent two-year term and then serve as Past President for a further two-year term. The President-Elect may not be re-elected to this or any other office.

5. The Vice President 1 and Vice President 2 are each eligible to serve only one two-year term after which they are only eligible for one other officer nomination.
6. The Treasurer and Secretary are each eligible to serve one two-year term after which they are eligible for one other officer nomination.
7. In the event of the death or resignation of an Executive Board Officer during their term of office, their Affiliated Organisation shall nominate an interim replacement until the next session of the General Assembly.
8. The President sets the meeting dates and times which should be set for the upcoming year (subject to some change if needed) but with appropriate notice and taking into account world time zones for ExB members.
9. Meeting papers will be circulated in advance of the meeting and it is expected that committee members will read the papers prior to the meeting in preparation for all discussions.
10. The President is the Chair of the ExB and is expected to lead all group meetings, bring the group to consensus regarding the Board-approved annual plan, scope of work, priorities, and confirm if a quorum is met for each meeting, namely more than half.
11. The Chair needs to ensure
 - that group members feel appreciated, valued and involved and ensure that no one group member – or small group of members – dominates the discussions or the scope of work
 - that members are encouraged to offer opinions
 - keep the group engaged, motivated and focused on outcomes to achieve the group's objectives in a timely manner
 - WFUMB should be the leading international ultrasound organisation and therefore committee members should be ensuring that their statements, which may go into the public domain, reflect WFUMB's strategic vision if offering public comments on behalf of WFUMB.
12. Specifically, volunteer members are expected to:
 - Actively participate in all group meetings and congresses
 - Attend meetings regularly. Unjustified or unexplained absence for more than half of scheduled meetings in a year will result in the member being asked to resign from the role
 - Volunteer to perform specific duties that enable the group to achieve its goals

- Complete their work within the given scope and timeline
- Work as a member of a collaborative team, balancing the interests of WFUMB with each person's interests for professional development, learning and contributions
- Focus on the interests of WFUMB rather than for the benefit of another organization or individual.

13. Declare any potential conflict of interest and when determined by the chairman the individual should remove themselves from the room/discussion. All conflicts of interest should be recorded in the minutes of the meeting.

14. What the law expects of you:

- be honest and careful in dealing with the organisation and on its behalf with others
- understand your legal obligations and make compliance with them part of your business
- keep informed about WFUMB's financial position and performance and use any information you get through your position properly and in the best interests of WFUMB
- get professional advice or more information when you are in doubt and
- act in WFUMB's best interest even if this may not be in your own interest.

Approved by the Executive Board and Administrative Council at WFUMB 2023