

Berlin, October 29, 2018

## **GUIDELINES for potential candidates for OFFICERS of IUIS from the IUIS EXECUTIVE COMMITTEE**

To the IUIS Constituency,

Each officer of IUIS has a broad job description written in to the Constitution ([see Article 3](#)) and Bylaws ([see Section 2](#)).

The Executive Committee would like to make aware various developments of these roles, whose duties have evolved as the Union itself has expanded its activities. Please note below the additional duties per Officer as it reflects **additional responsibilities** to those already indicated in constitutional article 3.3.1 through 3.3.4:

- **President**: Provides vision and the strategic development of the Union and is its official spokesperson. Is defacto official IUIS Congress Steering Committee Vice-Chair
- **Vice-President**: Provides oversight of the committees as the official Committee Liaison for the Executive Committee
- **Secretary-General**: Provides oversight of the internal and external communications of the Union. Is defacto an official IUIS Congress Steering Committee Member
- **Treasurer**: Is defacto an official IUIS Congress Steering Committee Member
- **Past-President**: Is defacto an official IUIS Congress Scientific Program Committee Advisor

Please let us know if you have any questions or concerns.

Many kind regards,

Your IUIS Executive Committee

Alberto Mantovani, President  
Faith Osier, Vice President  
Roslyn Kemp, Secretary General  
Michael Ratcliffe, Treasurer  
Jorge Kalil, Past President

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## **GUIDELINES for potential candidates for IUIS COUNCIL from the IUIS EXECUTIVE COMMITTEE**

To the IUIS Constituency,

Apart from voting rights ([see Constitution, Article 5.1](#)), election eligibility ([see Constitution Article 5.2](#)), terms of office ([see Constitution Article 5.3](#)) and rules of replacement ([see Bylaw, Section 4](#)), the role and responsibilities of non-Executive Committee Council Members of IUIS are not formally written.

The Executive Committee offers these guidelines regarding the roles and responsibilities for non-Executive Committee Council Member:

1. Attend Council Meetings in person (*1 per year; note travel costs are not supported by IUIS, so nominating societies and individuals need to consider this when nominating a candidate; upcoming meetings -tbc- are 2019 Beijing, China; 2020 FAIS Congress; 2021 Havana, Cuba; 2022 Cape Town, South Africa; previous meetings were: 2018 Cancún, Mexico; 2017 Hammamet, Tunisia; 2016 Melbourne, Australia*).
2. Join an IUIS Committee or Sub-Committee (*there are ten Committees, [see IUIS website for details](#)*).
3. Feed back IUIS information and Council Meeting minutes to the relevant regional and member societies, including updates from monthly ExCo meetings; reporting on dissemination for each Council Member will become part of the Council meeting agenda from 2019
4. Contribute to the IUIS quarterly newsletter and forward to relevant regional and member societies
5. Engage with the IUIS Publications Committee to support IUIS-sponsored Research Topics in Frontiers in Immunology

It is also suggested that each potential candidate, including incumbents, standing for IUIS Council present support from their National and Regional Federation societies.

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Many kind regards,

Your IUIS Executive Committee

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