

EFAD Policy on Selecting representatives, committee members & working group members

Adopted 2013 by 24th General Meeting
Revision 2020 - Adopted by 31 General Meeting October 2020

Background

The work of EFAD has increased rapidly in recent years, to the extent that the Executive Committee can no longer undertake every opportunity to promote and advance dietetics themselves. To ensure that EFAD can advocate for dietetics effectively and on an increasing scale it is necessary to appoint representatives who are able to undertake this role. In addition, the work plans of EFAD have increased to the extent that they can no longer be delivered by the EC members alone. There are currently three standing committees (Professional Practice, Research and Education) and eight European Specialist Dietetic Network (ESDN) committees and there will be a need for more committees in future, either on a permanent basis or as small ad hoc committees or working groups, who will be convened to undertake a specific task and then disbanded.

A policy is required to enable suitable EFAD representatives, committee and working group members to be selected in a fair and transparent manner.

Policy

The primary purpose of EFAD representatives, committee members and working group members is to contribute towards meeting and advancing the aims of EFAD, as described in the Strategic Plan.

Number of committee members from any one National Dietetic Association, Higher Education Institute or Country

It is desirable that every committee reflects a wide range of nationalities and competences so that the cultural, educational, professional practice and specialist diversities of the membership can be represented and drawn upon as far as possible.

To ensure a wide representation of the EFAD members in each committee no more than two members of any committee can be from the same National Dietetic Association or Education Associate member. Where there is more than one National Dietetic Association or Education Associate member in a country, then no more than two members of a committee can be from the same country.

Finances

EFAD will fund travel and subsistence expenses incurred by representatives or committee members in attending meetings or events, by prior agreement, and in accordance with the "EFAD Policy and Guidelines on Claiming Reimbursement 2020".

Process

1. A call for nominations will be made on the EFAD web site, EFAD newsflash and by email to EFAD delegates. Depending on the role to be filled a call for nominations might also be sent to the DIETS network or other stakeholders, and might also be placed on the EFAD LinkedIn group or the EFAD Facebook.
In the year when the term of office of a lead of a European Specialist Dietetic Network Committee ends, the calls for nominations of a lead will be made in the spring of that year and for committee members in the autumn.
2. The call will be accompanied by the following information:
 - a. A description of the role
 - b. The time frame for which representation is required
 - c. The deadline for receipt of nominations
 - d. A list of documentation required to support the nomination
 - e. The address to which nominations should be sent (usually the Executive Director)
 - f. The selection criteria
3. The Executive Committee will decide which of their members will be involved in the selection process.
4. The selection panel will agree the criteria on which selection will be based
5. After the deadline for nominations has passed all nominations and supporting documentation will be forwarded to the selection panel.
6. Their decisions will be forwarded to the Executive Committee for approval.
7. The decision of the Executive Committee is final, and discussion with candidates or nominating organisations will not be entered into.
8. All candidates will be informed of the decision of the Executive Committee by email.

This process will be followed whenever possible, but there may be circumstances when it cannot, such as in cases where a representative is required on an ad hoc/temporary basis at short notice.