

Call for nominations

Dear friends and colleagues, dear members of AMSE,

The next General Assembly of AMSE will take place online during the AMSE 2021 conference on 8th October 2021, afternoon, invite follows. For more information about the AMSE 2021 conference MEDICAL SCHOOLS OF THE FUTURE – TOWARDS PURPOSEFUL INNOVATION please go to <http://www.amse2021.lt>. The conference will be held in an on-line format from 7th - 9th October, 2021 and is hosted by the University of Vilnius, Lithuania. All AMSE member schools are invited to take part.

A key activity in this year's AMSE General Assembly will be the elections and re-elections of AMSE EC members and positions. With this email, I call for nominations for the AMSE EC, i.e. regular AMSE EC member position, AMSE Auditor position and AMSE General Secretary position. I invite all AMSE members to propose the best representatives for these positions. For more details, please read the following information summary.

The following AMSE members are running for another term: Prof. Nebojša Lalić, Prof. Algirdas Utkus, Prof. Sergo Tabagari, and Prof. Viorel Scripcariu. The same applies to Prof. Milan Raška. He will run for another term as AMSE Auditor.

Prof. Dušan Šuput and Prof. Prof. Vladimir Palička will not run for another regular AMSE EC position, but will continue to support the AMSE EC by serving in an advisory position.

Prof. Algirdas Utkus serves currently as Interim General Secretary and is running for the position of General Secretary.

Prof. Janusz Janczukowicz stepped down from his Auditor position. He continues to support the AMSE EC by serving in an advisory position.

We expect candidates experienced in the leadership role of their Medical School willing to accept the position with high responsibility and being enthusiastic about the work for AMSE. A short overview of AMSE EC member, General Secretary and Auditor tasks are listed below.

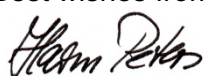
Here some procedural information:

1. Every AMSE member school has the right to propose candidates for any position

2. Proposals must be accompanied by a short bibliography and motivation/vision letter of the candidate
3. Proposals must be signed by the Dean of the medical school or his/her AMSE representative
4. Nomination must be sent electronically to the AMSE office (email: office@amse-med.eu) before September 30th, 2021
5. The proposals will be collected, discussed in the AMSE EC and the best candidates will be proposed to the AMSE General Assembly
6. The elections will be organised online during the AMSE 2021 conference, 8th October 2021, 4:40 to 6:00 PM, Eastern European Summer Time (EEST), invite follows.

Many thanks in advance for outstanding proposals and supporting AMSE.

Best wishes from Berlin,



Prof. Harm Peters
AMSE President

Email: president@amse-med.eu

List of tasks and responsibilities by AMSE General Secretary

By constitution:

- §12 (2): ... assist the president
- §12 (2): ... maintain the minutes of the General Assembly and the Executive Committee
- § 13 (6). Regular and General meetings. In the absence of the President, the General Secretary shall chair the meeting.

Via by-law:

The General Secretary is the senior manager responsible for the activities of AMSE and for implementing the organisation's goals. He/she has overall responsibility for:

- the operational management of the Association in fulfilling its mission including the range of AMSE activities, projects and publications as lined out by the AMSE Executive Committee, AMSE President and the AMSE General Assembly.
- the operational management of AMSE General Assembly and Executive meetings.
- the operational management of conferences organised by the Association itself. In case that an AMSE conference is organized locally, this task involves the collaboration between AMSE and the local organizers in the management of the meeting and conference.
- The management and dissemination of the minutes of the AMSE EC and General Assembly meeting.
- The operational management of the AMSE office, including the internal and external communication related to AMSE activities.
- Collaboration with ASME President in the strategic planning for the further development of the organization
- Promotion of the work of the organisation externally and supporting the President as an AMSE representative and spokesperson

List of tasks and responsibilities by AMSE EC committee (group)

By constitution:

- § 13 (1): will manage the affairs of the Association, carry out the policies formulated by the General Assembly and such further duties and functions delegated to it by the

General Assembly.

- § 13 (2) shall recommend to the General Assembly the rates of the annual subscriptions of members for adoption.
- § 13 (5) The Association will hold Regular Meetings and/or other Meetings. The dates and topics for these meetings shall be decided by the Executive Committee.
- § 13 (7) ... shall have the authority to co-opt additional persons to serve on the Committee for such periods as the committee deems necessary.

Via by-law:

The Executive Committee has a key role to play in relation to the governance and development of the organisation. The responsibilities include:

- Contributing to the work and further development of the Association
- Promoting the work of the AMSE and its membership in their own region and beyond
- Facilitating links between AMSE and other organisations
- Taking an active role in the planning and implementation of AMSE's annual conference
- Taking individual responsibility for one or more specific activities within AMSE

List of tasks and responsibilities by AMSE EC committee members

By constitution:

- § 13 (3) AMSE shall operate through working groups chaired by a member of the Executive who shall be appointed by the Executive Committee.
- (4) The non-Executive Committee members of the working groups should be appointed from members of the Association and/or others.

Via by-law:

- Executive Committee members have a key role to play in relation to the governance and development of the organisation. The responsibilities include:
- Participating in the work of the Executive Committee and attending meetings of the Committee
- Contributing to the work and further development of AMSE
- Promoting the work of the Association and its membership in their own region and beyond
- Facilitating links between AMSE and other organisations
- Taking an active role in the planning and implementation of AMSE's annual conference
- Taking individual responsibility for one or more specific activities within AMSE
- Working groups and co-opted members are appointed to a specific task (which cannot be done by elected Members of the Executive Committee) for a distinct period of time. When the task is fulfilled, co-opted members are released by the Executive Committee.

List of tasks and responsibilities by AMSE Auditors

By constitution:

- § 14 (3) ... shall monitor the transactions and the statements of the account(s) and so inform the General Assembly.
- § 14 (4) ... may normally attend meetings of the Executive Committee.

Via by-law:

- none