



**WONCA Europe Secretariat**  
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May 29, 2015

**To: WONCA Europe Member Organisations**

**Subject: WONCA Europe Honorary Secretary - Call for nominations for supplementary election**

Dear colleagues,

Due to the sad passing of Professor Janko Kersnik, it is my duty, on behalf of the Nomination Committee, to ask for nominations for supplementary election for the WONCA Europe Honorary Secretary position.

The Honorary Secretary is the main contact between the Executive Board and the Secretariat and handles the ongoing secretarial matters together with our administrative secretary Barbara Toplek. The Honorary Secretary is responsible for planning of the meetings, agenda, minutes and the correspondence related to the actions and decisions. He communicates with Member Organisations and other parties WONCA Europe has relations with.

WONCA Europe bylaws describe how the procedure is carried out in a situation like this:

*11.3.3.2 In the event of the death, resignation or incapacity of the Honorary Secretary and the Honorary Treasurer, or if they should become ineligible to continue to hold office, the Wonca Europe Executive shall within 3 calendar months of such offices becoming vacant, elect, either by postal vote or at a meeting of Wonca Europe - Executive members present and voting, a person or persons to fulfill the unexpired portion of the appropriate term or terms.*

This means that the Executive Board decides and the term of office lasts until the next regular election, which will take place in Rio de Janeiro in November 2016.

The candidate who is interested to apply for this position must be a member of the WONCA Europe Member Organisation and must be nominated by his or her National college/Organisation with support letter. The Member Organisation nominating the candidate must have paid the annual membership fee by the time of the nomination.

All nominations must be submitted in writing before June 20<sup>th</sup>, 2015. The candidate should also submit a brief resume or curriculum vitae (CV).

It is important that WONCA Europe Executive Board makes the final decision before the summer holidays starts throughout Europe.

Please address the nominations to WONCA Europe: [anna@forbord.com](mailto:anna@forbord.com) with a copy to [SecretariatEurope@wonca.net](mailto:SecretariatEurope@wonca.net)

Kind regards,

Anna Stavdal  
Vice President WONCA Europe  
Chair Nomination Committee