International Federation of Fertility Societies

Role Description

President

Accountable to: International Federation of Fertility Societies (IFFS) Board of Directors

Term: Elected according to the terms of the IFFS Constitution and elected by the General Assembly (as President Elect which position is served for three years prior to taking up the position of President for three years).

1. Introduction

The IFFS is a federation of member societies devoted to the field of reproductive medicine. Its mission is to support research and increase knowledge in the field of Reproductive Medicine in a global setting in order to raise the standards of clinical practice and in addition to advocate for and promote access to safe clinical services in this field. To support this mission the IFFS delivers a range of activities including its triennial world congress, regional international symposia and a global program of educational workshops and meetings.

2. Main Purpose of the Post

The President provides leadership to the IFFS and Chairs the Board of Directors in the delivery of the IFFS mission and the achievement of its strategic goals.

3. Main Duties

a. Provides leadership to the organisation in the delivery of its mission.
b. Promotes and leads strategic planning in the three year presidential cycle.
c. Proposes the strategic goals of the IFFS.
d. Responsible for ensuring the integrity and probity of the organisation through the institution of independent audit of the organisation’s systems and accounts.
e. Responsible for ensuring the effective performance of the Executive Team.
f. Provides reports on the progress of the IFFS against its strategic goals to the IFFS Board and General Assembly.
g. Chairs the IFFS Board, Executive Committee and General Assembly.

4. Detailed Responsibilities

a. Strategy and capability
i. The President will lead the development of strategic planning of the IFFS in establishing its strategic goals and objectives and,

ii. In so doing will uphold the aims and objectives of the IFFS and support its broader geopolitical mission.

iii. The President will manage the Executive Team to maximise its effectiveness and capability in the delivery of the strategic goals of the IFFS.

b. Operations and Finance

i. The President will chair the Board and reports to the Board the progress of the IFFS against its strategic objectives.

ii. The President will chair the General Assembly and report to the General Assembly the progress of the IFFS against its strategic goals.

iii. The President will chair the Executive Committee and ensure regular communications with the Executive Officers.

c. Ambassador

i. The President will act in an ambassadorial role promoting the IFFS in the support of its mission.

ii. To execute the ambassadorial role, the President will attend a number of workshops, other IFFS sponsored and non IFFS meetings as appropriate.

d. Governance

i. The President will ensure that the Governance of the IFFS fulfils its Constitution and Bye Laws.

ii. The President will ensure that a periodic independent audit of the systems and accounts is undertaken.

iii. The President will report without delay any concerns regarding financial management or probity to the Executive and Board of Directors.

5. Accountability

The principal accountability is to the Board and the General Assembly of the IFFS.

6. Terms and Conditions
The President will be appointed according to the terms of the IFFS Constitution and subject to election by the General Assembly (as President Elect). The post will be for three years only. After the Presidential term the President will become the immediate Past President.

The President is required to act in accordance with the constitution, by laws, policies and procedures of the IFFS.