

GUIDELINES FOR WFNS COMMITTEES

- The Chairperson and 1 or 2 Vice-Chairpersons of the Special (Ad-Hoc) Committees are nominated by the WFNS President.
- Each Chairperson of a Committee could propose being assisted by an « expert advisory panel » of 3 to 6 members, nominated by the WFNS President.
- Members of each Special (Ad-Hoc) Committee are appointed by the WFNS President who takes into consideration any suggestions from the Chairperson of the Committee concerned.
- A geographical and scientific balance is taken into account when nominating members for each Committee.
- There is no necessity for the post of Secretary, Treasurer and/or Honorary Chairman in a WFNS Committee.
- Each Committee should run its activities at its own expense and take care of its own administration.
- Any donations from individuals and/or corporations should be incorporated into the Main Account of the WFNS.
- Each Committee should organize a Course or Workshop in its area of expertise, at least once in the four-year term of office of the Presidency, with the use of the WFNS logo (Not in competition with the courses proposed by the Education and Training Committee). More frequent courses would also be welcome.
- 50% of any funds resulting from the holding of a WFNS Course, should be returned to the Main Account of the WFNS.
- Each Committee should participate in the creation of a Website learning module corresponding to its specialty.
- Each Committee should select at least one condition commonly treated in their field and develop a guideline for its management to be published in « World Neurosurgery » .
- Each year, at the end of December, the Chairperson of the Committee should send an annual report by email to the Coordinator of Committee

Activities and to the WFNS Secretary, with a copy to the Central Office. This report should describe the activities of the Committee during the year and new developments in the field, etc.

- A Meeting of Committee Chairs is organized at least once a year at a meeting of one of the continental organizations of WFNS.
- All outgoing Committee Chairpersons shall prepare and deliver to their successor, transition information and documents, promptly, to facilitate the ongoing activities of the Federation and Congress.
- Being a Committee Chairman should not be only an honor but also a duty, a matter of responsibility and a dedication to the WFNS.
