

## INSTRUCTIONS FOR COMPLETING NOMINATION FORMS

Enclosed you will find four nomination forms. Please make sure to follow the procedure as described. The forms must be completed by authorised signing officers of the national member organization that has voting rights. Please ensure that the nominee is willing to take up the assignment.

### 1. Insert name of nominee

<p><b>President Elect</b>  <b>Will serve as:</b>  <b>President Elect: 1 Jan 2017 - 31 Dec 2018</b>  <b>President: 1 Jan 2019 - 31 Dec 2020</b>  <b>Past President: 1 Jan 2021 - 31 Dec 2022</b></p>	<p>The President shall have been previously involved with the Federation, such as having served on the Board, in a committee, a working group or project.</p>
<p><b>Vice President Elect</b>  <b>Will serve as:</b>  <b>Vice-President Elect: 1 Jan 2017 - 31 Dec 2018</b>  <b>Vice-President: 1 Jan 2019 - 31 Dec 2020</b></p>	<p>Will be concerned with the administrative and financial affairs of the Federation and the development and co-ordination of Member activities.</p>
<p><b>Treasurer/Secretary</b>  <b>1 Jan 2017 – 31 Dec 2020</b></p>	<p>Must be a non-medical person with recognised expertise in finance and management.</p>
<p><b>At Large Role</b></p>	<p>See Skills Matrix</p>

2. List any degrees and/or professional qualifications.
3. Insert position, title, department/institution. If private practice, say so.
4. Accurate address, telephone, fax and e-mail.
5. List the nominee's participation in any cardiovascular or public health organisations.
6. Indicate nominee's leadership activities in medical, business, health or any community work.
7. Qualifications and expertise of nominee.
8. Nominations **must** be signed by an authorised officer, indicating title, name and name of World Heart Federation Member Organisations.

**Forms are to be completed and returned to  
Katherine Proudlove at  
World Heart Federation , London by 4<sup>th</sup> January 2016  
Katherine.proudlove@worldheart.org  
Fax: 41 22 807 03 39**