



HFSPO BYLAWS

SECTION K: Appointment of the Secretary-General

In accord with HFSPO Statutes, the Board appoints a Secretary-General for the implementation of the Program. His/her mission will necessarily be temporary in accordance with the founding principles of the Association.

HFSPO has an international membership and therefore this function of the Secretary-General implies that there be a regular rotation of this office holder in order to ensure, by means of a turnover of individuals and of ideas, that HFSPO remains open to the entire scientific community and that a balance is maintained in the representation of HFSPO Members.

1. When a new Secretary-General is to be appointed, the Board will agree an advertisement and job description and establish a Search Committee.
2. The position will be advertised internationally.
3. The selection criteria for the position must include:
 - a. both scientific and leadership experience in the advancement of frontier science, particularly in the area of biological sciences, and
 - b. experience in international science
4. The Search Committee will consist of five members including the President and Vice-Presidents of the Board of Trustees and the Chair of the Council of Scientists.
5. The Search Committee may appoint a head-hunter via a tender process to assist in the identification of candidates.
6. The Search Committee will invite all Trustees to forward names of possible candidates.
7. Applications will be in writing.
8. The Search Committee will identify a short list of candidates to be circulated to Trustees at least two weeks before interviews.
9. This short-list should not be in rank order or identify a lead candidate and should contain only viable candidates who are serious about the appointment to the position.
10. One or more Trustees will be identified to contact the list of references for shortlisted candidates. A set of specific questions will be developed to ask each referee.
11. The interviews will be conducted by the Board of Trustees. Each candidate will be asked to address specific questions. Following the end of all of the interviews, the Trustees will discuss the strengths and weaknesses of each candidate and seek the views of the Council of Scientists.

12. The Board of Trustees will work to achieved consensus on the candidate to be offered the position.
13. The President will inform the selected candidate of the decision of the Board of Trustees and provide a contract, job description and details of employment conditions. The contract will accord with HFSP0 Statutes.
14. When the candidate has signed the contract, the President will instruct the Secretariat to make a public announcement.
15. The Board of Trustees will aim to ensure that the appointment processes are conducted in a timely manner to ensure that there is continuity in the Secretary-Generalship.
16. If a suitable candidate cannot be identified, the Board reserves the right to extend a Secretary-General's contract.
17. The Secretary-General shall be appointed with a three-year contract that is renewable once.
18. The President or his/her delegate shall conduct a Performance Appraisal each year and report to the Board on the following
 - a. Has the Secretary General been communicative and transparent in decision-making processes and acted according to HFSP0 Statutes, Bylaws and Strategic Plan?
 - b. Has the Secretary-General abided by decisions of the Board?
 - c. Has the Secretary-General promoted and advanced HFSP0?
 - d. Has the Secretary-General been a good steward of the financial obligations and of the well-being of the staff?
 - e. Has the Secretary-General provided the leadership to carry out HFSP0's vision?

Date of Board approval (revision): 15 May 2020

Signed:

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Dr. Shigekazu Nagata, President of HFSP0

Date:

6/18/2020

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