# NOMINATION FORM FOR DIRECTOR POSITION

## About Nominations

*The following are brief notes and extracts on the role of the INWES Board of Directors and the nomination process. More details can be found in the INWES Policy and Procedures Manual and the INWES Bylaw, which can be located at* [*http://www.inwes.org/wp-content/uploads/2017/10/Signed-INWES-CNCA-BYLAW.pdf*](http://www.inwes.org/wp-content/uploads/2017/10/Signed-INWES-CNCA-BYLAW.pdf)

The purpose of nomination process is for INWES members in good standing to propose individuals as candidates for election onto the Board of Directors:

* Organizational members (Networks or Institutions) can nominate ONE candidate from their membership. If this person is elected onto the Board of Directors, they will become the official representative of that INWES organizational member.
* Individual members, including Honorary members, can only be nominated by other INWES members. Please note that the Board of Directors can have only up to 6 individual members.

### What is the Board of Directors?

INWES is governed and operated by a Board of Directors consisting of individuals elected by the membership. There is a minimum of 3 (three) directors and a maximum of 18 (eighteen) directors.

Directors of INWES shall not be employees of INWES or receive any form of remuneration from INWES.

The Board of Directors is elected for a three-year term; commencing after the Annual General Meeting (AGM) at ICWES18 until the AGM held at ICWES19 in 2023.

The Chair of the Board is the President of INWES, but responsibility for all INWES matters lies with the Board collectively. The Executive Committee includes the President, Deputy President, General Secretary, all Vice Presidents and the Treasurer. These Executive positions are elected by the new Board of Directors.

### Who is eligible to be an INWES Director?

Minimum qualification requirements for Directors are:

* An individual not less than 18 years of age
* A member of INWES (all members of INWES organizational members are themselves INWES members)
* They will not have been declared by a court in Canada or elsewhere to be incapable to be a Director, nor have the status of being bankrupt.

In addition, Directors should have:

* Commitment to INWES, its core purpose and core values;
* Knowledge about the programs and goals of the organization;
* Capacity to focus that knowledge on decision making that benefits the organization;
* Ability and eagerness to deal with the vision and long-term future of the organization;
* Drive to carry out operations, shape programs and execute the strategic plan of INWES;
* Prior experience serving on a working Board of Directors and managing committee activities;
* Excellent communication skills, and should value working with different languages and cultures within INWES;
* Ability to deliver their responsibilities in the best way for INWES and without looking for profit for themselves or their organization.

Note that a nominee for an Organizational member cannot also be nominated as an individual member of INWES.

### What commitment is required of INWES Directors?

The Directors of INWES have personal responsibilities and liabilities under the Canada Not-for-profit Corporations Act (S.C. 2009, c. 23) – please refer to <https://laws.justice.gc.ca/eng/acts/c-7.75/>.

At the very minimum, Directors shall

* attend over 75% of Board Meetings,
* adhere to the Ethical Code of Conduct for Directors; and
* perform duties associated their role and/or committee assignments.

Duties include familiarising themselves with the INWES Policy and Procedures Manual, responding in a timely manner to Board communications, routinely reporting on their areas of responsibility, and taking part in reviews of INWES policies, etc. All Directors are expected to take on a responsibility and/or activity, usually as Chair of a committee.

Directors spend an estimated minimum of 2 days a month on INWES matters.

The majority of Board meetings are held online. Directors are expected to have access to the internet and the capability to take part in online meetings. There is usually a face-to-face meeting once a year which can take place anywhere in the world.

In general, the nominating organizations and/or the Director’s employer are expected to provide the funding required for Directors to attend face-to-face meetings, although sometimes there are funds available to subsidise some costs.

### What is the process for selection of Directors?

* A call for nominations will be sent out six months prior to the date of the election, specifying the information to be provided by nominees;
* Nomination Forms are to be returned by 15 June 2020;
* The Nominations Committee shall ascertain which persons might be suitable and willing to serve as candidates and may seek additional nominations to ensure representation from the membership categories and geographic regions;
* Nominating contacts and nominated candidates will be informed of any decisions to be included or any issues by 31 July 2020;
* The slate containing the names of nominees, biographical information and the candidate statement shall be included in the materials for the AGM documents which shall be sent to members at least 21 days before the meeting;
* The election of Directors shall be by ballot, i.e. in person or by proxy, at the AGM held during ICWES18 in September 2020.
* Candidates are to expected to attend the AGM in person to present their case for election.

### Contacts

For questions on:

* the nominations process or this form, please contact the Nominations Committee Chair, Undram Chinbat, through nominations@inwes.org
* expectations of Directors/roles/etc., contact INWES President gail.mattson@inwes.org
* requests for copies of INWES documents, contact INWES Deputy President sarah.peers@inwes.org

## Member Making The Nomination

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| Name of INWES Member (organization name if appropriate) making the nomination\*: |
| Name of Contact (person signing this nomination form) \*: |
| Role of the Contact in the nominating organization (e.g. Chair, CEO, Secretary), if appropriate: |
| Email of Contact\*: | Phone of Contact \*:  |
| Address of organizational or individual Member making nomination\* (full address required): |
| Region[[1]](#footnote-1) \*: |

\* Required information

## Proposed candidate details

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| Name of Candidate\*: |
| E‑mail\*: | Phone\*: |
| Country/Region: |
| Address of candidate\* (full address required):  |
| Personal weblinks (e.g. website, Facebook, Twitter, any other): |

\* Required information

## Statement on the Nomination

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| Nominating member to comment on the characteristics and practical experience this candidate possesses. For guidance, see Section 1 above (About Nominations) and/or the call for nomination letter. *(indicative 1000 words)* |
| INWES is currently not able to cover all travel expenses for all Directors. Please indicate here any resources and budget the nominating organization and/or candidate’s employer is able to commit to support the candidate, should they be elected, to take part in INWES Board Meetings and/or to fulfill their duties (*for budget, please provide a total for the full term, in USD*).  |

## Statement by the Candidate

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| The candidate should provide a personal summary statement in support of their candidacy to inform those voting in the election. This may include what they can bring to the role of Director (e.g. key skills, experience, characteristics), what they may actively contribute to while on the Board (e.g. goals, activities, improvements, projects), andwhich position/roles on the Board they could perform (e.g. committees of interest or executive roles). *(indicative 250-500 words)* |

### Agreement to stand for election to the INWES Board of Directors:

To the Nominations Committee, I, NAME OF CANDIDATE , hereby agree to be nominated to serve on the INWES Board of Directors and confirm my understanding of the responsibilities to serve on the INWES Board of Directors requires me to:

* attend over 75% of Board Meetings,
* adhere to the Ethical Code of Conduct for Directors; and
* perform duties associated with the role and/or committee assignments.

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| Signature of Candidate: | Date: |

### Next steps for the candidate

*Please return to the nominating contact*

1. *This page with your personal statement and agreement to stand*
2. *A CV which includes experience of volunteering for the INWES member organization, for INWES or in any other area related to supporting the goals and purpose of INWES.*

## Confirmation of the Nomination

I, NAME OF CONTACT , confirm that I have been authorised to nominate NAME OF CANDIDATE as a candidate for election on behalf of INWES member NAME OF ORGANIZATION .

*OR (please complete the most appropriate statement)*

I, NAME OF CONTACT , confirm that I nominate the INWES Individual member NAME OF CANDIDATE as a candidate for election.

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| Signature of Contact: | Date: |

### Next steps for the nominating contact

*Please submit the following information (electronically ONLY) to the Nominations Committee by email to* *nominations@inwes.org*

1. *This nomination form which includes the candidate’s summary statement and agreement to stand for election.*
2. *The candidate’s CV including experience includes experience of volunteering for the INWES member organization, for INWES or in any other area related to supporting the goals and purpose of INWES.*
1. **Regions** mean the following eleven (11) geographical regions:

	1. North America
	2. South and Central America, and the Caribbean
	3. Western Europe (including Israel and Turkey)
	4. Eastern Europe
	5. French speaking Sub-Saharan Africa
	6. English speaking Sub-Saharan Africa
	7. Middle East and Northern Africa
	8. Central Asia (including India)
	9. Southeast Asia
	10. Far East Asia
	11. Australia and New Zealand [↑](#footnote-ref-1)