Guidance for nomination of candidates for the Executive Board of ILGA-Europe

Deadline for nominations:
10 September 2019 to chairingpool@ilga-europe.org

1) CALL FOR NOMINATIONS!
One of the major advantages of being a full member organisation is that you effectively have a chance to choose and influence the leadership of ILGA-Europe. Voting takes place at the Annual Conference itself, but nominations for members for the future Board take place ahead of the conference. Therefore, member organisations are asked the following question:

Do you know good candidates for the ILGA-Europe Board?

2) WHO ARE WE LOOKING FOR?
We are looking for candidates who can add useful skills and experience to the Board and are interested in the key areas of work of ILGA-Europe.

Useful skills and experience for Board members:

- Languages other than English which is the working language of ILGA-Europe
- Risk management skills
- Legal and financial skills
- Crisis management skills
- Strategic vision and overview
- Policy development skills
- Financial skills
- Staff / HR / skills
- Fundraising skills
- Governance skills
- Communication skills

Serving in an international capacity is an exciting and challenging opportunity. Therefore if interested in standing for election for the Board, a potential candidate should ask themselves:

- Are you willing to commit to work for the whole duration of your mandate?
- Are you a good team player and willing to work in a (international) team?
- Are you able and willing to manage your time to carry out Board business efficiently?
- Are you able / willing to work on governance issues, including developing and monitoring of organisational policies?
Are you able to distinguish between different roles and work with stakeholders at different levels?

Do you have experience in representing an organisation in public?

Do you have good communication skills and are able to communicate within diverse environments – e.g. in relation to member organisations, staff, other Board members and media?

Responsibilities of Board members:

- Board members customarily serve for two years and are expected to attend Board meetings and ILGA-Europe Annual Conferences.
- Board members are expected to participate in e-mail discussions of Board matters.
- Board members are expected to represent the organisation in public.
- Board members are expected to be part of one or more Sub-Committees and working group:
  - Employment Sub-Committee
    - Ensuring the implementation of good employment practices by regularly reviewing structures, procedures and practice with the Executive Director
    - Assisting the Executive Director with decision-making in relation to personnel issues as they arise and make recommendations to the Board;
    - Ensuring that the decisions in relation to staff issues are made within the parameters of the financial constraints;
    - Regularly reports to the Board;
    - Members of the Employment Sub-Committee might be involved in the recruiting of new staff members.
  - Finance Sub-Committee
    - General financial oversight;
    - Funding, fundraising and expenditures;
    - Financial planning and budgeting;
    - Regularly reports to the Board.
  - Governance Sub-Committee
    - Designing and implementing the governance framework for the organisation;
    - Updating the governance manual;
    - Preparing each Annual General Meeting;
    - Regularly reports to the Board.
  - Diversity Working Group
    - Constantly reviewing and monitoring the diversity policies and practices of the organisation;
    - Regularly reports to the Board.
Responsibilities of Co-chairs:

- Providing leadership to the Board
- Line-managing the Executive Director
- Taking responsibility for the Board’s functioning
- Ensuring proper information for the Board
- Planning and conducting Board meetings effectively
- Getting all Board members involved in the Board’s work
- Ensuring the Board focuses on its key tasks
- Engaging the Board in assessing and improving its performance
- Overseeing general strategies of organisation
- Representing the organisation with stakeholders together with Executive Director
- Being members of the Employment and Finance Sub-Committees

Responsibilities of Co-secretaries:

- Communication among Board members, staff, Executive Director and member organisations
- Scheduling, noticing and preparing materials (in between and during Board meetings)
- Minutes of meetings (preparation and distribution)
- Corporate records (maintenance)
- Leading on the work of the Governance Sub-Committee

Responsibilities of Treasurer:

- Leading on the work of the Finance Sub-Committee
- Overseeing financial management
- Supporting the Finance Director

Key areas of work of ILGA-Europe Board members:

In order to efficiently support ILGA-Europe staff, fulfil obligations to its members, partners and supporters, the work of ILGA-Europe Board members mainly focuses on the following:

- Interacting with the membership on a regular basis and in an impartial way
- Strategic planning and overseeing implementation
- Formulating needed policies
- Approving and monitoring the organisation’s programmes and services
- Ensuring adequate financial resources – in conjunction with the Executive Director and the Finance Director
- Understanding and respecting the relationship between Board and staff
- Acting as a responsible employer
- Enhancing the organisation’s public image
- Carefully inducting new Board members
- Carrying out Board business efficiently
3) HOW TO NOMINATE A CANDIDATE?
To nominate a candidate to stand for election to the ILGA-Europe Executive Board, complete the nomination form and send it by e-mail before 10 September 2019 to chairingpool@ilga-europe.org.

The form has to be filled in and signed by a legal representative of the member organisation submitting the nomination or by a person delegated officially to this task by the member organisation.

All candidates for the ILGA-Europe Executive Board must come from an ILGA-Europe full member organisation, but they do not have to be from the organisation nominating them.

Any full member organisation can nominate a maximum of 10 individuals. These nominations can be made regardless of the individual’s gender identity but it should be noted that there cannot be more than six people who identify as women or more than six people who identify as men elected to the Executive Board.

Each form should represent a single candidate. This does not mean, however, that an organisation is limited to 1 (one) nominee for the ILGA-Europe Executive Board. An organisation is allowed to nominate as many as 10 candidates, just be sure to fill out one form per candidate.

4) CANDIDATE FORMS
Candidates will be required to complete a separate form which will be checked to ensure that they have completed it correctly and that the number of words used has not been exceeded (e.g. no more than 250 if that maximum was established). The forms will be sent to all attending member organisations together in the 3rd conference mailing.

5) WHERE SHOULD FORMS BE SENT?
Please e-mail completed forms to chairingpool@ilga-europe.org

6) DEADLINE FOR SUBMISSION
10 September 2019