

GWJ Board and Committee Candidate Instructions

BIOGRAPHICAL DATA

- Each candidate must complete a biographical data form in English. Extracts from this information will be posted on the GWJ website in the Members' Corner. No personal contact information will be published.
- There is a different form for the Board of Officers and each of the committees. These may be downloaded from <http://www.graduatewomen/nominations.org>.
- If standing for both the Board of Officers and a committee, you must complete a form for each one.
- The completed forms must be sent to noms@graduatewomen.org no later than 19 February 2016.
- Candidates must also send a small, colour **passport-size photograph** to noms@graduatewomen.org. Photos should be in a jpg format, preferably with a 150 resolution.

DECLARATION

- The declaration at the end of the biographical data form summarizes the key obligations of elected and appointed leaders. To validate your nomination, you must type or write your name in the box following the declaration, confirming your willingness and ability to meet these obligations.
- Before signing, you should carefully read the [2014 Committee Terms of Reference](#) and/or [Board Terms of Reference 2014](#) and the travel grant policy at the end of this document.

PRESENTATION OF CANDIDATES

- The final lists of candidates and the information from the biographical data forms will be posted on the GWJ website in the second half of April 2016. **Candidates who have not submitted their form by 19 February 2016 will be omitted from this list and will not be eligible for election or appointment.**
- **Candidates whose NFAs have not paid by the end of June 2016 will no longer be eligible and will have their names removed from the website.**
- Candidates for GWJ President will each be given five minutes to address the 32nd GWJ General Assembly in Cape Town; candidates for Vice-President and Treasurer will each be given three minutes. Candidates for GWJ committees will be introduced, but will not be given time to speak.

ELECTION AND APPOINTMENT OF CANDIDATES

- Elections will take place during the 32nd GWJ General Assembly in Cape Town.
- The Board will be elected by the delegates to the 32nd GWJ General Assembly. National affiliates, eligible to vote, but unable to be represented in Cape Town, will be able to vote for the Board in advance by either electronic or postal ballot. (More details and information will be provided nearer the time).
- The Finance Committee, Membership Committee and the Education Committee will be elected during the General Assembly by Members of the 32nd GWJ General Assembly. The Assistant Treasurers will be appointed by the 32nd GWJ General Assembly.
- The Committee for the Award of International Fellowships and the Resolutions Committee will be appointed by the Board of Officers and announced at the end of the General Assembly.

- The Special Committee on Project Development and the Special Committee for the Hegg Hoffet Fund will be appointed by the new Board of Officers and announced at the end of the General Assembly.

POLICY ON CAMPAIGNING

- It is GWI's established policy and practice that there should be no campaigning in support of candidates or by the candidates themselves.

MEETINGS AT THE GENERAL ASSEMBLY

- The new Board of Officers and new committees will hold informal meetings during the 32nd GWI General Assembly in Cape Town.
- The new Board of Officers will meet on the day following the General Assembly.
- No travel grants will be given for these. Those unable to attend will receive the minutes.

MEETINGS DURING THE TRIENNIUM

- The Board of Officers normally meets at least twice a year for up to 4 days, in Geneva. It also meets immediately prior to the General Assembly. The Board may meet by skype from time to time as required.
- The Finance Committee normally may meet annually for 1-2 days either by skype or in person in Geneva.
- The Education Committee and Membership Committee may meet up to twice in the triennium for 1-2 days, either by skype or in person in Geneva and at the General Assembly venue immediately prior to the General Assembly.
- The Resolutions Committee and Hegg Hoffet meet once at the time of the General Assembly.
- The Fellowships Committee does not hold a physical meeting, but instead works electronically.
- Board Members, Assistant Treasurers and Conveners are expected to attend the General Assembly, for which they receive travel grants. Committee Members are encouraged to attend the General Assembly, but only receive a travel grant if their respective committee is officially meeting at the same time.

TRAVEL GRANTS

- Travel grants for scheduled meetings during the triennium are paid at the following rates:

Committee Members	30%
Conveners and Assistant Treasurers	50%
Board	90%
- Grants are based on the costs of the cheapest possible means of transport to the place of the meeting from the home town or place of residence at the time of the meeting, whichever is less expensive. Advantage should be taken of any excursion tickets or other special fares which could apply without causing undue hardship. Visa costs up to 100 CHF will also be reimbursed.
- Grants are based on full participation in a scheduled meeting. If a person arrives late or departs early, her travel grant will be reduced proportionately.
- No allowance for accommodation or meals is given, except for the President, whose accommodation is paid.

Note: The rules for the election and appointment of the GWI Board and Standing Committees can be found in [GWI Constitution and By-Laws](#) Article VII and By-laws 4, 8, 9, 18-27.