

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.
- The Candidate Application Form can be downloaded [here](#)
- If standing for both the Board of Officers and a committee, you must complete a separate candidate application form for each one.
- The completed forms must be sent to nominations2019@gwi.graduatewomen.org no later than **7 February 2019**.
- Candidates must also send a small, colour **passport-size photograph** to nominations2019@gwi.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 submitting your application, you should carefully read the [2018 Committee Terms of Reference](#) and/or [Executive Board Job Descriptions 2018](#) 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 2019. **Candidates who have not submitted their form by 7 February 2019 will be omitted from this list and will not be eligible for election or appointment.**
- **Candidates whose NFAs have not paid their dues by 30 June 2019 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 33rd GWJ General Assembly in Geneva; 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 33rd GWJ General Assembly in Geneva.
- The Board will be elected by the delegates to the 33rd GWJ General Assembly. National affiliates, eligible to vote, but unable to be represented in Geneva, 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 33rd GWJ General Assembly. The Assistant Treasurers will be appointed by the 33rd 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 33rd GWI General Assembly or on the day following the conference in Geneva.
- The new Board of Officers will meet on the day following the General Assembly and conference.
- No travel grants will be given for these. Those unable to attend will receive the minutes.

MEETINGS DURING THE TRIENNIUM

- The Board of Officers may meet once a year face-to-face for up to 4 days, time, place and venue to be decided. It also meets immediately prior to the General Assembly. The Board may meet by Skype, Zoom or by other electronic means regularly – normally monthly - and from time to time as required.
- Committees meet via Zoom/Skype or other electronic means and if finances allow it, as decided by the board, may meet once face-to-face during the three-year period.
- Board Members, Assistant Treasurers and Conveners are expected to attend the General Assembly, for which they may receive travel grants. Committee Members are encouraged to attend the General Assembly and may receive a travel grant if their respective committee is officially meeting at the same time. The Convener of Memcom is expected to attend the Credentials meeting held usually the day before the GA commences.

TRAVEL GRANTS

- Travel grants for scheduled meetings during the triennium are made available when sufficient funds are available to GWI. (Recipients may wish to forego/donate such Travel Grants.) They may be 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 may 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 the [2018 Executive Board Job Descriptions](#) and in the [2018 Standing and Special Committees Terms of Reference](#) and in the [2016 GWI Constitution](#).