

ICW – CIF Secretariat
 Rm.1910 Korea Business Center,
 309 Gangnam-daero, Seocho-Gu
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Nomination Form

Attachment 1

Nominations Committee GA 2021 – 001Part 1

ICW-CIF GENERAL ASSEMBLY

6th- 11th September 2021 – Avignon, France

CIRCULAR: CALL FOR NOMINATIONS BOARD AND STANDING COMMITTEE MEMBERS

1. Positions to fill; Board and Five (5) Standing Committee (5 Coordinators, 20 Advisors)

Board	President Five (5) Vice-Presidents Treasurer Five (5) Members Assistant Treasurer Two (2) Recording Secretaries
Coordinator	Status of Women
Advisors	Implementation of Conventions International Relations and Peace Legislation Human Rights
Coordinator	Sustainable Development
Advisors	Economics Women and Employment Consumer Affairs Rural and Urban Women
Coordinator	General Well-Being
Advisors	Health Habitat Environment Nutrition
Coordinator	Communication
Advisors	Education Arts and Letters Mass Media Music
Coordinator	Social Issues
Advisors	Child and Family Ageing Youth Migration

II. Procedures

- a) Who has the right to nominate candidates:
- Presidents of the affiliated National Councils which have paid their annual fees for 2021, see General Procedures, (Attachment A Paper IA)
 - Elected members of the Board, with the consent of the nominee's National Council
 - Coordinators of Standing Committees, with the consent of the nominee's National Council
- b) **However, each nomination must be made with the written consent of the nominee** and of her National Council (see Attachment 2 GA 2021-002). In the case of a nomination made by another Council than hers, the nominee must also have the written consent of her own Council.
- c) *Conditions for Eligibility*
- Each nominee must be a member of an affiliate National Council in order with its fees.
 - To be eligible for election as President it is necessary to have been an elected member of the Board for at least one triennial period.
 - To be eligible for election as a Vice-President, it is necessary to have been an elected or co-opted member of the Board, a member of a Standing Committee or a Permanent Representative to the UN System for at least one triennial period.
 - Any one elective office may be held for up to two successive terms.
 - Any one elected member to the Board may serve for up to a total of three (3) terms (9 years) except to take office as President.
 - The same person may be nominated to more than one position on the Board.
 - The same person may be nominated for a position on the Board and for one in a Standing Committee but she may not serve on the Board and in a Standing Committee during the same triennial period; consequently, if she is elected on the Board, her nomination as Coordinator or Advisor will no longer be valid.
 - The same person may be nominated for only one position as Coordinator and one position as Advisor (as the election of the 5 Coordinators takes place at the same time and the election of the 20 Advisors takes place at the same time but following that of the Coordinators).

III. Recommendations (Board and Standing Committees)

- National Councils are responsible for the choice of their nominees.
- National Councils should not feel obliged to nominate candidates for every position. Only candidates who are familiar with the ICW-CIF Constitution and its General Procedures, are professional and/or qualified in the field of the position they seek, are committed to work and to attend meetings at the international level, should be nominated (see Attachment 1 GA 2021-001 Part 2)

IV. Deadline: 15th February 2021

Please return the forms for nomination (Attachment 2 for each candidate to:

Jungsook Kim: icw.jskim@gmail.com

Hean Bee Wee: hbwee@bigpond.net.au

Doris Bingley: doris.bingley@gmail.com

& the Secretariat: icw.secretariat@gmail.com

No late nominations will be accepted

With kind regards,

Jungsook Kim, Doris Bingley, and Hean Bee Wee

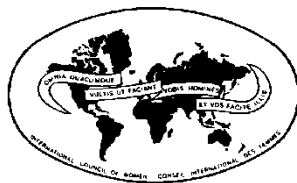
Attachment 1: Part 1 Call for Nominations and Part 2 Competencies and Responsibilities

Attachment 2: Form to be completed for each candidate by the President of her National Council and

Biographical Data Form to be completed by each nominee and signed by the President of her National Council

Attachment A: Constitution Article IX and General Procedures Papers 1A, II B and 11

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Nomination Form

Attachment 1

Nominations Committee GA 2021 – 001Part 2

COMPETENCIES AND RESPONSIBILITIES

Please ensure that this attachment is given to **each** nominee.

All Board Members must be familiar with the ICW-CIF Constitution and its General Procedures

The Board is responsible for the management of the ICW-CIF and implements the policies voted on and adopted at the General Assembly, within the limits of the financial regulations.

A. BOARD

(see Attachment A: Constitution Article IX and General Procedures Paper II B)

The members of the Board are officers of the ICW-CIF. They **do not** represent their own respective Councils.

Communication

Members of the Board should be able to communicate when necessary with National Councils, ICW-CIF Standing Committees and ICW-CIF Permanent Representatives to the intergovernmental organizations (UN and specialized agencies). Board Members are expected to acknowledge all correspondence received.

The President presides over meetings, is responsible for the work of the ICW-CIF and represents the ICW-CIF at the international level. She may delegate some of her duties to the Vice Presidents or other members of the Board.

Each member of the Board (Vice Presidents and Members) may be allocated particular tasks such as projects, affiliations, publications, contacts with the Standing Committees, representing the ICW-CIF at Regional Groups etc.

The Treasurer, with the help of the **Assistant Treasurer**, is responsible for the management of the finances of the ICW-CIF particularly, the budget, the annual statements of accounts and invested funds.

The **Recording Secretaries** are responsible for the minutes of all meetings of the Board, the Executive Committee and the General Assembly.

All nominees should be able to attend the General Assembly where the elections take place.

The meetings of the Board take place:

- usually twice a year, at a venue nominated by the President in consultation with the Board Members.
- before the Executive Committee Meetings.
- before and after the General Assemblies.

B. STANDING COMMITTEES

(see Attachment A: Constitution Article XI and General Procedures Paper II C)

All Coordinators and Advisors must be familiar with the ICW-CIF Constitution and its General Procedures.

Standing Committees' Responsibilities are to:

- Develop at the General Assembly, Plans of Action for the forth coming Triennium.
- Encourage NC's to include the Plans of Action in their respective programmes and to report back to ICW-CIF.
- Communicate with the ICW Board Coordinators, including acknowledging all emails received from them.

The Coordinator

- Should be expert and/or knowledgeable in the overall theme of the Standing Committees.
- Should be able to activate her Advisors.
- With the assistance of her Advisors, she is responsible to encourage NC's to work within the Framework of the Plan of Action & Triennial theme.
- Following receipt of NC reports, she produces one final report with the assistance of her Advisors.

Advisors

- Should be experts and have experience in the subject matter for which they will be responsible.
- They should also have a good knowledge of the related problems at the grassroots level.
- Advisors of a Committee should work as a team with the other advisors in their specific Standing Committee and with their Coordinator.
- The final report should be a synthesis of the sub themes within the committee's overall theme and include the reports received from NC's (one report for each Standing Committee).

Coordinators and Advisors are expected, unless with good reason, to attend the meetings of:

- the Executive Committees
- the General Assemblies

C. BOARD AND STANDING COMMITTEES

The **official languages** are English and French; a good knowledge of one or the other language and a certain understanding of the second one are essential.

Nominees should be aware that the ICW-CIF **does not pay** for travel, accommodation and other expenses, nor does it cover expenses for administrative work of its office holders.

The candidates must obtain the consent of the President of their National Council and fill in the Biographical Data Form (Attachment 2).

They will be given the opportunity of introducing themselves (two or three minutes) before the elections take place at the General Assembly.