



Guidance for Nominations to the Executive Board of ILGA World

The ILGA World Executive Board acts and makes decisions on behalf of ILGA World between the Conferences within the framework of its Constitution, Standing Orders and policies.

The Executive Board consists of two Co-Secretaries General elected at the World Conference, two Representatives from each region – ILGA Asia, ILGA-Europe, ILGALAC, ILGA North America & Caribbean, ILGA Oceania and Pan Africa ILGA – all elected at the Regional Conferences, as well as the Chair of each of the Steering Committees - Women, Trans, Intersex, Bisexual and Youth, all elected at the World Conference.

1) CALL FOR NOMINATIONS

One of the major advantages of being a full member organisation is that you have a chance to choose the board leadership of ILGA World.

Members vote for two Co-Secretaries General and the Chairs of the Steering Committees. The Alternates for these positions are also elected.

All of these positions may run for a maximum of two consecutive terms.

Voting takes place at the Conference itself, but nominations for members for the future Board takes place before the Conference. Therefore, member organisations are asked the following question: **do you know good candidates for the ILGA Board?**

2) WHO ARE WE LOOKING FOR?

We are looking for candidates who can handle the following responsibilities, add useful skills and experience to the ILGA Board and are interested in the key areas of work of ILGA World.

Useful skills and experience for Board members:

Serving in an international capacity is an exciting and challenging opportunity. 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 the mandate (i.e. until at least the next World Conference)?
- 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 to attend up to three ILGA World Board meetings a year (ILGA covers your costs)? Board meetings usually last five days, and at least one is a physical meeting. Given the global spread of the Board, virtual board meetings may happen at unsocial hours.
- 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?

Core responsibilities of the ILGA Board:

The Executive Board is a tool in aiding the good functioning of ILGA World - suggesting, where necessary, adjustments and improvements to processes and procedures, thus facilitating support to the work of the Executive Director in organising and coordinating the organisation.

The Executive Board is comprised of representatives of the six ILGA Regions and five Steering Committees. The nature of the Executive Board is consultative, and it deals primarily with governance issues, providing advice and support to the Executive Director.

The Board has an obligation in conjunction with the Executive Director to abide by Swiss law.

Key areas of work of ILGA World Board members:

To efficiently support ILGA World staff, fulfil obligations to its members, partners and supporters, the work of ILGA board members mainly focuses on the following:

1. Strategic guidance on the implementation of the organisation's mission and vision
2. Strategic planning
3. Interacting and engaging with the membership, including dealing with complaints from or about member organisations
4. Formulating, reviewing, and approving organisational policies
5. Monitoring the organisation's programmes and services
6. Ensuring adequate financial resources
7. Providing effective fiscal oversight and ensure sound risk management
8. Supporting fundraising efforts of the organization
9. Selecting and supporting the Executive Director and reviewing their performance
10. Understanding and respecting the relationship between the Executive Board and Staff
11. Acting as a responsible employer
12. Enhancing the organisation's public image
13. Inducting new Board members
14. Carrying out Executive Board business efficiently.

The Co-Secretaries General have additional responsibilities:

The World Conference elects two Secretaries General to join the Executive Board. In addition to the responsibilities and functions of a Board member, the Co-Secretaries General have the following responsibilities.

1. Representing the organisation together with the Executive Director
2. Acting as joint line manager to the Executive Director

3. Ensuring the Executive Board functions properly
4. Together with the Executive Director, planning effectively for each Board Meeting, ensuring that it is conducted according to the Constitution and Standing Orders and that matters are dealt with in an orderly and efficient manner. The Co-Secretaries General generally chair and facilitate Board meetings
5. Ensuring the organisation is managed effectively
6. Liaising with the Executive Director and coordinating with the Executive Board to ensure that appropriate policies and procedures are in place for the effective management of the organisation
7. Providing support and supervision to the Executive Director
8. Acting as legal representatives of ILGA according to the Constitution.

Alternates to Board Positions

Alternates are reserves for an elected board position. Alternates only assume responsibility when the elected person is unable to attend Board meetings or carry on their functions as a Board member.

3) THE NOMINATION FORM

To nominate a candidate to stand for election, [complete the Nomination Form](#) and send this **by e-mail by the end of day on Monday 7th February 2022** to chairingpool@ilga.org.

First, note that all candidates for the ILGA World Board must come from an ILGA full member organisation and that some positions have specific criteria, e.g. the person must be intersex for the Chair of Intersex Committee.

Second, get consent from the person that you wish to nominate and tell them that they must also submit a Candidate form (see below). A nomination is only valid if there is also a duly received Candidate Form completed by the Candidate.

The [Nomination Form](#) must be filled in and signed by a legal representative of the member organisation submitting the candidature(s) or by a person delegated officially to this task by the member organisation. The Candidate does not have to be from the organisation nominating them, but their organisation may nominate them. A Candidate can receive nominations from multiple organisations. All organisations nominating a candidate will be listed next to their name in the second mailing.

Each Nomination Form must be for a single candidate. An organisation may nominate up to one candidate for each position available, but if so must submit separate nomination forms for each candidate. An organisation may not nominate multiple people for the same position. Note that for the position of Co-Secretary General there are two positions available, so an organisation may nominate two persons.

4) CANDIDATE FORM

To run as a candidate, [complete and sign the Candidate Form](#) and send this **by e-mail by the end of day on Monday 7th February 2022** to chairingpool@ilga.org.

Candidates for the ILGA World Board must come from an ILGA full member organisation. You must have the consent from the legal representative of your organisation to run in its name. Some positions also have specific criteria, e.g. the person must be intersex for the Chair of Intersex Committee. This form will be checked to ensure that they comply with the requirements of the relevant position. Note that these forms will be sent to all member organisations for them to carefully consider who to elect, so complete the form carefully.

Your candidacy is only valid if there is also at least one duly received Nomination Form (see above). Your own organisation may nominate you.

5) WHERE FORMS SHOULD BE SENT

Please e-mail completed forms to chairingpool@ilga.org

6) DEADLINE FOR RECEIPT OF FORMS

End of day on Monday 7th February 2022