



The International Lesbian, Gay, Bisexual, Trans and Intersex Association

Guidance for Nominations for the Executive Board of ILGA

The ILGA Executive Board acts and makes decisions on behalf of ILGA 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, ILGA-LAC, ILGA North America, 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 effectively have a chance to choose and influence the leadership of ILGA World.

Members will be able to vote for two Co-Secretaries General and their alternates, and the Chairs and the alternates of the newly-established Steering Committees.

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; 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 the 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 to attend up to three ILGA World Board meetings a year (ILGA covers your costs)?

- 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 - 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 represents the Regions and Steering Committees. The nature of the Executive Board is consultative and it deals primarily with procedural issues. The Executive Board primarily governs the organisation and provides advice 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 board members:

In order to efficiently support ILGA 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. Engage in strategic planning
3. Interact and engage with the membership
4. Formulation of policies
5. Approve and monitor the organisation's programmes and services
6. Ensure adequate financial resources
7. Provide effective fiscal oversight and ensure sound risk management
8. Support fundraising efforts of the organization
9. Select and support the Executive Director and review their performance
10. Understand and respect the relationship between the Executive Board and Staff
11. Act as a responsible employer
12. Enhance the organisation's public image
13. Induct new Board members
14. Carry 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. represent the organisation
2. act as joint line manager to the Executive Director.

3. ensure the Executive Board functions properly.
4. responsibility for making sure that each meeting is planned effectively, conducted according to the Constitution and Standing Orders and that matters are dealt with in an orderly, efficient manner. The Co-Secretaries General will also chair and facilitate Board meetings.
5. ensure the organisation is managed effectively.
6. liaise with the Executive Director and coordinate with the Executive Board to ensure that appropriate policies and procedures are in place for the effective management of the organisation.
7. provide support and supervision to the Executive Director.
8. act as legal representatives of ILGA

Alternates

Alternates assume responsibility when the elected person is unable to attend board meetings or carry on their functions as a board member.

3) HOW TO NOMINATE?

To nominate a candidate to stand for election, complete the **Nomination form** and send this **by e-mail by the 24th December 2018** to chairingpool@ilga.org

The form has to 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.

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

Each form should represent a single candidate. This does not mean, however, that an organisation is limited to 1 (one) nominee for the ILGA Board. Be sure to fill out one form per candidate.

4) CANDIDATES' FORMS

Candidates are 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 in the third mailing.

5) WHERE FORMS SHOULD BE SENT

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

6) DEADLINE FOR RECEIPT OF CANDIDATES FORMS

24th December 2018