



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)

## Calling for Nominations - World YWCA Board and Nominations Committee 30th World YWCA Council, November 2023

To World YWCA affiliated member associations

31 January 2023

Dear YWCA leaders,

This is the call for candidates to the World Board and Nominations Committee in accordance with the [World YWCA Constitution](#) (article 72, World YWCA Constitution).

The leaders of the movement, serving on the World Board and or Nominations Committee must be strong in their understanding of governance and strategic development, and be committed to achieve the [World YWCA purpose](#) “to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people” and [Goal 2035](#): “by 2035, 100 million young women and girls will transform power structures to create justice, gender equality and a world without violence and war; leading a sustainable YWCA movement, inclusive of all women.”

- The primary role of the **World YWCA Board** is to be the main decision body for the World YWCA between World Council meetings (article 35, World YWCA Constitution)
- The role of the **Nominations Committee** is to deliver a transparent and open process for nomination and election to the World Board and Nominations Committee at the World Council, and for filling vacancies on the World Board and the Nominations Committee between World Councils (article 68, World YWCA Constitution).

Articles 49-53 and 67 of the Constitution allow for current World Board members and Nominations Committee members to stand for a further term if eligible. Please find [here](#) the list of the current World Board and Nominations Committee members who are eligible to serve for a further term.

Articles 75 and 76 of the Constitution state World Board members and the Nominations Committee members shall be elected by ballot during World Council. Elections at the World Council meeting shall be conducted in accordance with election procedures approved by the World Council.

Affiliated member associations are encouraged to consider the nomination of **young women who are 30 years and under** at the time of World Council for the World Board and/or Nominations Committee.

The World YWCA Nominations Committee will review the applications submitted, schedule interviews and meetings, as warranted, and distribute the list of candidates, two months before Council (article 72, World YWCA Constitution), to the membership for vote during Council.

Please note there are two different forms, one for election to the World YWCA Board positions and one for election to the Nominations Committee. Information on Board positions and Nominations Committee role and responsibilities are available in the nomination package (appendices).

Please read and complete all the forms carefully and sign accordingly. **All forms must be submitted by 30 April 2023**, to the World YWCA Nominations Committee either by:

- Online form      Survey Monkey



- Email [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org)
- Post World YWCA, 16 Ancienne Route, 1218 Grand Saconnex, Geneva, Switzerland (must be postmarked by the deadline of 30 April 2023)

**Nomination forms for election to the World YWCA Board:**

- NOMINATION FORM PART I: Questions to be completed by the national member association making the nomination - [Online version](#) or [Word version](#)
- NOMINATIONS FORM PART II: Endorsement by the nominee's national member association if different from Part I. - [Online version](#) or [Word version](#)
- NOMINATIONS FORM PART III: To be completed by the nominee - [Online version](#) or [Word version](#)

**Nomination forms for election to the World YWCA Nominations Committee:**

- NOMINATION FORM PART I: Questions to be completed by the national member association making the nomination - [Online version](#) or [Word version](#)
- NOMINATIONS FORM PART II: Endorsement by the nominee's national member association if different from Part I. - [Online version](#) or [Word version](#)
- NOMINATIONS FORM PART III: To be completed by the nominee - [Online version](#) or [Word version](#)

For further clarification, you may contact the Nominations Committee at [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org).

We look forward to hearing from you and will be happy to receive comments or questions.

Sincerely,

Nominations Committee 2020-2023  
World YWCA

<b>Appendices</b>	<b>Page(s)</b>
Role of the World Board	1-2
President role	3-4
Treasurer role	5-6
Vice-President role	7
Nominations Committee Role	8-9
World YWCA Board Ethical Guidelines and Code of Conduct	10-13
World YWCA Performance Matrix	14-16
World YWCA Ethical Guidelines for Nominations Committee Members	17-18
Eligibility to Stand for Re-election World Council 2023 World YWCA Board and Nominations Committee 2020-2023	19-21
Nomination Form for Election to the World YWCA Board (Form Parts I, II, and III)	22-31
Nomination Form for Election to the World YWCA Nominations Committee (Form Parts I, II, and III)	32-40

## Role of the World Board

### Background

Under the World YWCA Constitution, a World Board member is elected to the Board by the World Council (article 21g). Between World Council meetings, the World Board is the main decision-making body for the World YWCA (article 35).

A candidate for the World Board, including officers, may be nominated by a member association or the World Board (article 70). A candidate for the World Board, including Officers, shall be a woman from a member association who is an active member with relevant experience at the national or local level. A candidate must be approved by their member association (article 47).

Article 38 states that the World Board shall consist of twenty (20) members, being:

- a. Two (2) members from each region, at least one (1) of whom shall be aged thirty (30) years or under at the time of election;
- b. One (1) additional member from each of the four (4) largest regions.

Two (2) positions are elected separately (President and Treasurer), with the remaining eighteen (18) World Board positions elected to ensure regional and young women's representation are met.

One (1) World Board member shall also be member of the Nominations Committee as elected by World Council (article 65). Six (6) World Board members shall be elected as Vice-Presidents by World Council (article 39c).

A World Board member represents the World YWCA movement and brings her regional expertise to the Board. A candidate for a particular region who does not remain in their region during their term on the World Board should commit to remain connected with the YWCA of the region from which they were elected.

### Role

The World Board shall (article 36)

- a. implement the policies approved by the World Council;
- b. present a report to the World Council on the activities and the management of funds by the World Board since the previous World Council meeting;
- c. appoint the General Secretary
- d. appoint the auditors of the financial statements;
- e. approve expenditure of capital from the endowment fund;
- f. submit an annual audited financial statement to all member associations;
- g. do such other things as are necessary to achieve the purpose and functions of the World YWCA;

The World Board

- has responsibility for ensuring the strategic vision of the World YWCA is upheld;
- may authorise the Officers to exercise its responsibilities in specific circumstances (article 37);
- develops innovative policies in line with World YWCA guiding values to advance the movement into the future



## World Board members

- represent the World YWCA and should have good knowledge of the YWCA movement;
- dedicate time to prepare for and attend all Board meetings (virtual, which may include face to face meetings as warranted), and participate on one or more Board committees, task forces or working groups as is deemed necessary and as appointed by the President;
- sign an agreement, annually, declaring compliance with the [World YWCA Ethical Guidelines and Code of Conduct for World Board Members](#) and advise the Board where circumstances may change (article 43). Members also sign and abide by the [World YWCA Global Safeguarding and Protection Policy](#), [World YWCA Board Performance Matrix](#), and other relevant [policies and documents](#).

## Qualifications and Skills

A candidate for World Board shall:

- Have a strong local, regional or global perspective or experience;
- Be accountable for their responsibilities;
- Be familiar with the World YWCA Constitution, Strategic Plan and priority issues and the Standards of Good Management and Accountability (SGMA);
- Be obtainable throughout their term and willing to respond promptly to the World Office, sister Board members and associations in their region;
- Be able to dedicate time to prepare for and attend all Board meetings, and to participate or lead committee work throughout the year through other means of communication including email, virtual online meetings, conference calls;
- Have a sound understanding of organisational governance, finance, strategic planning, legal frameworks, and volunteer and staff relations;
- Have demonstrated the ability to work effectively, and also as part of a team, and have good negotiation, communication, and interpersonal relationship skills;
- Have a functional working knowledge of English, which is essential to support participation in World Board activities, and be fluent in at least one of the three World YWCA official languages (English, French, Spanish);
- Should be able to work online in English.

## Term

A World Board member takes office at the conclusion of the World Council meeting at which they are elected (article 48). The Board member may serve on the Board for no more than two (2) terms (article 49), unless the Board member is elected as President or Treasurer, then they can serve one further consecutive term (article 51).

Updated by the World YWCA Nominations Committee: May 2022



## President Role

### Background

Under the World YWCA Constitution, the President is elected to office by the World Council and is an Officer of the World Board (article 39). The Board is, between World Council meetings, the main decision-making body for the World YWCA (article 35). Under article 44, the President shall preside at meetings of the World Council and the World Board.

As with other members of the Board, the President must be a woman from a member association who is an active member with relevant experience at the national or local level, and must be approved by their member association (article 47).

### Role

The World YWCA President:

- Presides over the World Council and World Board;
- Oversees that the life and work of the World YWCA are in accordance with its vision and purpose;
- Shares responsibility with the General Secretary for representing the World YWCA within and beyond the YWCA movement;
- Provides leadership to the Board in the governance of the World YWCA and being the primary liaison between the General Secretary and the Board;
- Ensures innovative policies continue to be developed by the Board in line with World YWCA guiding values to advance the movement into the future;
- Delegates responsibilities of leadership to Vice Presidents and members of the Board through working committees;
- Plans the agenda of the Board meetings, and the ongoing development of Board members, with the General Secretary;
- Leads the Board in the employment of the General Secretary including taking responsibility for the job description and terms of reference for the General Secretary in consultation with the Treasurer and other Board members;
- Leads the process of appraising the performance of the General Secretary in line with the strategic framework, and undertaking the support and development of the General Secretary;
- Sits as an ex-officio member of all committees and sub-committees of the World Board;
- Carries out the Roles and Functions (article 36) as a member of the World Board;
- Undertakes any other responsibilities as need arises.

The President shall sign an agreement, annually, declaring compliance with the [World YWCA Ethical Guidelines and Code of Conduct for World Board members](#) and advise the Board where circumstances may change (article 43). The President also sign and abide by the [World YWCA Global Safeguarding and Protection Policy](#), [World YWCA Board Performance Matrix](#), and other relevant [policies and documents](#).

### Qualifications and Skills

The presidency of the World YWCA is an extremely important volunteer position. To aspire to this position, a candidate must be willing and able to give significant time to the YWCA movement as the chief volunteer. The candidate:



- must be visionary and ready to help guide the policies of the YWCA movement.
- should have good knowledge of the YWCA movement and excellent diplomatic skills, as they will be the chief ambassador of the organisation.
- should be knowledgeable of global issues and conversant with the women's movement.
- should be able to relate in a supervisory and collegial role to the General Secretary, who is the Chief Executive Officer of the World YWCA.
- must be skilled in chairing and running board meetings, managing the Board members in a collegial manner and ensuring the Board fulfils its mandate.
- should inspire and have gained respect both within YWCA and in larger society.
- should be a good speaker and should be prepared to undertake extensive travel, as warranted, on behalf of the YWCA.
- should be fluent in at least one (1) of the three (3) World YWCA official languages (English, French, Spanish), and have a functional working knowledge of English.

## Term

The President takes office at the conclusion of the World Council meeting at which they are elected and shall serve until their successor is elected and takes office (article 48). The President may serve in the office for no more than two (2) terms (article 52), and only one (1) term if they have already served two (2) terms as a World Board member (article 51). A World Board member who has served one (1) term, may not serve for two (2) consecutive terms as President (article 50).

Updated by the World YWCA Nominations Committee: May 2022



## Treasurer Role

### Background

Under the World YWCA Constitution, the Treasurer is elected to office by the World Council and is an Officer of the World Board, and shall be from a different country from the President (article 39b). The Board is, between World Council meetings, the main decision-making body for the World YWCA (article 35). The Treasurer is responsible for overseeing the management of the funds of the World YWCA and for presenting an annual report to the World Board (article 46). The Treasurer presents a report to the World Council on the budget framework and on affiliation fees until the next World Council meeting (article 21d).

As with other members of the Board, the Treasurer must be a woman from a member association who is an active member with relevant experience at the national or local level, and must be approved by their member association (article 47).

### Role

The World YWCA Treasurer:

- Works closely with appropriate staff as designated by the General Secretary, reviewing periodic financial reporting during the year and ensuring the Board is provided sufficient information concerning the financial situation, actual results versus budget, and internal controls to fulfil the Board's financial and control oversight responsibilities;
- Provides regular reports to the Board on the financial state of the World YWCA based on the reporting provided by the World YWCA office. This includes at least an annual report covering the financial results and financial position, the annual budget, the investment portfolios, affiliation fees, annual audited financial statements and any other matters concerning internal controls or financial governance;
- Provides advice to the Board concerning financial matters, including, for example, alternatives, risks and options, as well as trends and new developments for non-profit organizations for the long-term vision of the association, as warranted;
- Represents the World Board in reporting to World Council concerning the financial position of the World YWCA and the results for the past quadrennium;
- Is a part of the the annual and four years budget process of the World YWCA office, including presentation of the annual budget to the Board for approval and the four-year budget to World Council for approval;
- With the World Board, oversees that the audited financial statements are prepared in accordance with generally accepted financial accounting policies, reviews the auditor's report, and monitors management actions in response to matters raised through the audit;
- With the World Board, ensures the World YWCA has appropriate processes and controls to safeguard and account for assets and funds entrusted to the organisation by funders, member associations and other external stakeholders;
- Keeps the President informed concerning any financial matters that arise between Board meetings;
- Assists the President with the process of appraisal of the performance of the General Secretary and preparing the job description and terms of reference.
- Carries out the Roles and Functions (article 36) as a member of the World Board;
- Undertakes any other responsibilities as the need arises.



The Treasurer will be required to sit on one or more other board committees, task forces and/or working groups, especially those related to finance and human resources, as is deemed necessary and as requested by the President. The Treasurer is a Trustee of the James and Una Porter Trust, and represents the World Board on the Investment Advisory Group.

The Treasurer shall sign an agreement, annually, declaring compliance with [the World YWCA Ethical Guidelines and Code of Conduct for World Board members](#) and advise the Board where circumstances may change (article 43). The Treasurer shall sign and abide by the [World YWCA Global Safeguarding and Protection Policy](#), [World YWCA Board Performance Matrix](#), and other relevant [policies and documents](#).

## Qualifications and Skills

A candidate for Treasurer shall have:

- a sound understanding of financial management and control;
- recognised financial qualifications together with relevant Board governance, accounting, financial control and investment management experience;
- good negotiation, communication, and interpersonal relationship skills;
- functional working knowledge of English to support participation in World Board activities, and be fluent in at least one of the three World YWCA official languages (English, French, Spanish).

## Term

The Treasurer takes office at the conclusion of the World Council meeting at which they are elected and shall serve until their successor is elected and takes office (article 48). The Treasurer may serve in the office for no more than two (2) terms (article 52) and only one (1) term if they have already served two (2) terms as a World Board member (article 51). A World Board member who has served one (1) term, may not serve for two (2) consecutive terms as Treasurer (article 50).

Updated by the World YWCA Nominations Committee: May 2022





## Vice-President Role

### Background

Under the World YWCA Constitution, the Vice-Presidents are elected to their office by the World Council and are Officers of the World Board (article 39c). The Board is, between World Council meetings, the main decision-making body for the World YWCA (article 35).

As with other members of the Board, the Vice-President of the World Board must be a woman from a member association who is an active member with relevant experience at the national or local level, and must be approved by their member association (article 47).

### Role

The World YWCA Vice-Presidents:

- Assist the President in their duties and may be called to perform the President's duties in the absence or at the request of the President (article 45);
- Represent the World YWCA and the movement;
- May be authorised by World Board, as the Officers, to exercise its responsibilities in specific circumstances (article 37);
- Carries out the Roles and Functions (article 36) as a member of the World Board;
- Undertakes any other responsibilities as the need arises.

In the event of a vacancy in the position of President, the World Board shall appoint a Vice-President to fill the vacancy (article 54).

Vice-Presidents shall sign an agreement, annually, declaring compliance with [the World YWCA Ethical Guidelines and Code of Conduct for World Board Members](#) and advise the Board where circumstances may change (article 43). Vice-Presidents shall sign and abide by the [World YWCA Global Safeguarding and Protection Policy](#), [World YWCA Board Performance Matrix](#), and other relevant [policies and documents](#).

### Qualifications and Skills

A candidate for Vice President shall

- Have strong regional and global perspective or experience;
- Be obtainable throughout their term and willing to respond promptly to the World Office, sister Board members and associations in her region;
- Have a functional working knowledge of English which is essential to support participation in World Board activities, and be fluent in at least one of the three World YWCA official languages (English, French, Spanish);
- Be able to work online.

### Term

The Vice President takes office at the conclusion of the World Council meeting at which they are elected and shall serve until their successor is elected (article 48). The Vice President may serve on the Board for no more than two (2) terms (article 49) unless the Vice President is elected as President or Treasurer, then they can serve one (1) further consecutive term (article 51).

Updated by the World YWCA Nominations Committee: May 2022

## Nominations Committee Role

### Background

Under the World YWCA Constitution, a Nominations Committee member is elected to the Committee by the World Council (article 21g). **The Nominations Committee is a Committee of the World Council that operates independently from the Board.** Its role is to deliver a transparent and open process for nomination and election to the World Board and Nominations Committee at the World Council, and for filling vacancies on the World Board and the Nominations Committee between World Councils (article 68).

A candidate for the Nominations Committee shall be a woman from a member association who is an active member with relevant experience at the national or local level, and **who is not seeking election to the World Board at the next World Council meeting** (article 66).

Article 65 states that the Nominations Committee shall consist of five (5) members, each from a different region, at least two (2) of whom shall be aged thirty (30) years or under at the time of the election. One (1) Committee member shall be World Board member.

### Role

The Nominations Committee (article 68):

- Recommends candidates for vacancies on the World Board between World Council meetings;
- Administers the nominations process for election of the members of the World Board including the Officers, and the Nominations Committee;
- Ensures that candidates for election meet the eligibility requirements for World Board;
- Recommend election procedures to the World Council;
- Administer the election process with the assistance of election monitors.

Nominations Committee members:

- will take into account the guiding values of the World YWCA when delivering the functions of the Committee;
- will, in consultation with the President and/or World Board, identify relevant skills needed for the upcoming term of office to be presented in the call for nominations;
- develop policies to support World Board accountability throughout the quadrennium;
- dedicate time to prepare for and attend Nominations Committee meetings, and undertake elections at World Council;
- annually sign an agreement declaring compliance with [the World YWCA Ethical Guidelines and Code of Conduct for Nominations Committee members](#). Members also sign and abide by [the World YWCA Global Safeguarding and Protection Policy](#) and other relevant [policies and documents](#).

### Qualifications and Skills

A candidate for the Nominations Committee shall:

- Have a strong local, regional or global perspective or experience;
- Be familiar with the World YWCA Constitution, Strategic Plan and priority issues and the Standards of Good Management and Accountability (SGMA);



- Be obtainable throughout their term and willing to respond promptly to the World Office, sister Committee members and Associations;
- Be able to dedicate time to prepare for and attend all Committee meetings (virtual, which may include face-to-face meetings as warranted) and to prepare the nominations process and election procedures for World Council;
- Have a sound understanding of organisational governance and election processes;
- Have human resource experience (can be of added value);
- Have demonstrated the ability to work effectively, and also as part of a team, and have good negotiation, communication, and interpersonal relationship skills;
- Have functional working knowledge of English which is essential to support participation in Nominations Committee activities, and be fluent in at least one of the three World YWCA official languages (English, French, Spanish);
- Be able to work online.

## Term

A Nominations Committee member may serve no more than two (2) consecutive terms on the Nominations Committee (article 67).

## Elections

Article 74. The World Council shall elect:

- a. The President
- b. The Treasurer;
- c. Other World Board members;
- d. Six (6) Vice-Presidents from the World Board members;
- e. The Nominations Committee.

Article 75. The World Board members and the Nominations Committee members shall be elected by ballot at the World Council meeting by a majority vote.

Article 76. Elections at the World Council meeting shall be conducted in accordance with election procedures approved by the World Council.

Updated by the World YWCA Nominations Committee: May 2022

## WORLD YWCA BOARD ETHICAL GUIDELINES AND CODE OF CONDUCT

Adopted by World YWCA Board – 10th July, 2018<sup>1</sup>

### PURPOSE

To promote appropriate conduct, transparency, accountability, and good governance practices for World YWCA Board members and to protect the integrity of the World YWCA.

I will respect and uphold the values of the World YWCA.

### GENERAL

1. I will act within the Constitution of the World YWCA and the law, and abide by the policies and procedures of the World YWCA. This includes having good knowledge of the contents of the Constitution and relevant policies and procedures.
2. I will act honestly and uphold the highest ethical standards. This will maintain and enhance public confidence and trust in the integrity of the World YWCA
3. I will support the vision and purpose of the World YWCA, championing it, using my skills or knowledge to further that mission.
4. I will be an active Board Member, making my skills, experience and knowledge available to World YWCA and seek to do what additional work I can outside World Board meetings, including sitting on committees.
5. I will respect organisational, Board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
6. I will develop and maintain a sound and up-to-date knowledge of the World YWCA and its environment. This will include an understanding of how the World YWCA operates, the social, political and economic environment in which it operates and the nature and extent of its work.
7. I will use the World YWCA's resources responsibly, and when claiming expenses will do so in line with the World YWCA procedures.
8. I will seek to be accountable for my actions as a World Board Member, and will submit myself to whatever scrutiny is appropriate.
9. I accept my responsibility to ensure that the World YWCA is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

### MANAGING INTERESTS

10. I will not personally gain materially or financially from my involvement with the World YWCA unless specifically authorised by the World Board to do so.
11. I will act in the best interests of the World YWCA as a whole, and not as a representative of any group, Region or Member Association – considering what is best for the World YWCA and its present and future stakeholders and avoiding bringing the World YWCA into disrepute.
12. I will not put myself in a position where my personal interests conflict with my duty to act in the interests of

---

<sup>1</sup> With the purpose to strengthen the conflict of interest disclosure practice, in November 2022 the Procedure section of the Board Ethical Guidelines and Code of Conduct was updated, to explicitly include the annual conflict of interest disclosure statement, and the language was changed to match the current Board committee structure.



the organisation. Where there is a conflict of interest or loyalty I will ensure that this is managed effectively in line with World YWCA policy.

13. I understand that a failure to declare a conflict of interest or loyalty may be considered to be a breach of this code.

## MEETINGS

14. I will attend all appropriate face to face and teleconference World Board and committee meetings and other appointments punctually or when I cannot attend I will give apologies and where possible, provide my input on key matters to be discussed, well in advance of the meeting.
15. I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.
16. I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding unnecessary conflict.
17. I will participate in collective decision making, accept a majority decision of the World Board and will not act individually unless specifically authorised to do so. I will stand behind the collective decisions of the World Board, even when I may not personally agree with them.

## GOVERNANCE

18. I will actively contribute towards improving the governance of the World Board.
19. With the other board members, I will provide adequate oversight with due diligence, and ensure efficiency, transparency, accountability and good stewardship
20. I will participate in induction and training and sharing ideas for improvement with the World Board.

## RELATIONS WITH OTHERS

21. I will endeavour to work considerately and respectfully with all those I come into contact with at the World YWCA. I will respect diversity, different roles and boundaries, and avoid giving offence.
22. I will maintain an environment free from discriminatory behaviour, including all forms of harassment directed towards race, ethnic origin, gender, sexual orientation, religion, age or disability conditions of an individual.
23. I recognise that the roles of board members, staff and volunteers of the World YWCA are different, and I will seek to understand and respect the difference between these roles.
24. Where I also volunteer or work with another part of organisation I will maintain the separation of my role as a board member and as a volunteer or staff member.
25. I will seek to support and encourage all those I come into contact with at the World YWCA. In particular I recognise my responsibility to support the President and the senior staff members.
26. I will not make public comments about the organisation unless authorised to do so. Any public comments I make about the World YWCA will be considered and in line with organisational policy, whether I make them as an individual or as a board member.

## LEAVING THE WORLD BOARD

27. I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the World Board.
28. Should this happen I will be given the opportunity to be heard. In the event that I am asked to resign from the



World Board I will accept the majority decision of the World Board in this matter and resign at the earliest opportunity.

29. If I wish to cease being a board member of World YWCA at any time, I will inform the President in advance, stating my reasons for leaving.

Signed .....

Name .....

Date .....

**PROCEDURES**

**Duty to disclose:**

- a) Board members are required at least to disclose annually interests that could give rise to conflicts<sup>2</sup>.
- b) At any time, a Board member with a potential conflict of interest regarding any matter to be considered by the Board shall immediately describe the nature and extent of the conflict to the President. In the event that the board member with a potential conflict of interest is the President, it will be presented to the Executive Committee.
- c) Any World Board member and the Executive Committee of the World Board may bring a potential conflict of interest to the attention of the President. In the event that the board member with a potential conflict of interest is the President, it will be presented to the Executive Committee without the participation of the President.

**Records of Proceedings**

- d) Disclosures of a conflict of interest shall be recorded at least annually in the Minutes of the Board meeting, giving notice of conflict and a general description of the nature and extent of the conflict in relation to the Board member's duties to the World YWCA.

**Procedure for Addressing the Conflict of Interest**

- e) After disclosure of a potential conflict of interest, the board will discuss the issue and come to a decision by a 2/3 majority vote. If the board decides that there is a conflict of interest, then the board member shall abstain from voting, but can participate in the discussion process at the board's request.
- f) A Board member with a conflict of interest shall abstain from voting on the particular matter giving rise to the conflict, but may participate in the discussions at the request of the Board.
- g) f) In the event that a Board member seeks employment with the World YWCA, she shall resign from the World Board.
- h) A Board member must not involve herself in activities against the laws of countries where she is located.

<sup>2</sup> [World YWCA Annual Conflict of Interest Disclosure Statement](#).



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)

- i) Where a Board member is convicted with a criminal offence, the Board by a 2/3 majority vote may suspend her membership from the Board which will require her to take an enforced leave of absence until the matter is resolved to the satisfaction of the Board of the World YWCA.
- j) In the event that a Board member acts in a way that seriously puts at risk the reputation of the World YWCA, the Board by a 2/3 majority votes may suspend her membership from the Board which will require her to take an enforced leave of absence until the matter is resolved to the satisfaction of the Board of the World.



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)

## World YWCA Board 2020–2023 Performance Matrix<sup>1</sup> Adopted October 2022

The purpose of this matrix is:

- to guide and provide a better understanding and clarity on what are the expectations of each Board member's role and identify areas to ***build capacity in a self-constructive way***,
- for Board members to self-assess their performance and ***remain accountable*** for their roles and responsibilities, with the purpose of ***personal and professional growth***,
- the Board Performance Task Force will recommend a ***self-assessment tool and process*** to be used by the Board,
- for ***key finding and learnings*** to be used by the current Board and next Board to ***help guide their performance***,
- to be used as a tool by the Nomination Committee to ***assess nominations*** and help build a ***stronger Nominations and Elections process*** for 2023 World Council.

---

<sup>1</sup> Adapted from [sample Board Performance Matrix, Board Source](#).





BOARD MEMBER FUNCTION	THRESHOLD PARTICIPATION	FULL PARTICIPATION	EXCEPTIONAL PARTICIPATION
<p><b>GENERAL ENGAGEMENT:</b></p> <p>Attendance at Board/Committee Meetings and Review of Internal and Public Information.</p>	<p>Attend at least 75% of meetings and actively participate/provide input; in the case that attendance is impossible, send formal correspondence related to agenda items and meeting materials at least three business days prior to the meeting.</p> <p>Read/understand all material provided for meetings.</p> <p>Review and consult of core and general information and documentation, available on the World YWCA intranet, website, postings on social media, reports and newsletters regularly and promptly, evidenced by accessing both the World YWCA intranet and all electronic mailings.</p> <p>Actively participate on the board committee, task force, ad-hoc committee, etc. that you are a part of.</p>	<p>Meet <i>Threshold</i> expectations.</p> <p>Attend 85% of meetings and online/email decisions.</p> <p>Demonstrate consistent review of Board meeting materials, by way of accessing intranet for 100% of Board meetings, and achieve 80% open rate for all World YWCA communications.</p>	<p>Meet <i>Full</i> expectations.</p> <p>Serve as a committee chair,</p> <p>or</p> <p>Serve on a Board committee,</p> <p>or</p> <p>Actively participate, engage, and lead sessions in Board meetings and other initiatives (internal and external meetings/sessions)<sup>2</sup>, as requested.</p>
<p><b>STEWARDSHIP:</b></p> <p>Contribution to Effective Solicitation of Talent and Treasure (includes in-kind).</p>	<p>Personally make annual cash contributions and/or procure cash donation(s) by another.</p> <p>Promote and actively engage in at least one fundraising/mobilisation/engagement event/initiatives.</p>	<p>Meet <i>Threshold</i> expectations.</p> <p>Solicit at least three individuals and one organization for fundraising/mobilisation/engagement event/initiatives during each year.</p>	<p>Meet <i>Full</i> expectations.</p> <p>Solicit, at least, six individuals and two organizations for fundraising/mobilisation/engagement event/initiative.</p> <p>Help identify new sources of revenue by way of written suggestion to the World YWCA Office team.</p> <p>Successfully solicit needed pro-bono professional expertise for the governance or operations of World YWCA.</p>

<sup>2</sup> Internal stakeholder meetings: example: World YWCA dialogues, internal bilateral YWCA entities meetings, etc; and external stakeholders' meetings: partners, donors, UN, etc



BOARD MEMBER FUNCTION	THRESHOLD PARTICIPATION	FULL PARTICIPATION	EXCEPTIONAL PARTICIPATION
<p><b>CAPACITY BUILDING:</b></p> <p>Engagement in Board Development and Contribution to Movement Mobilisation and Engagement (global and regional).</p>	<p>Attend 75% of board orientation sessions.</p> <p>Attend 50% of non-business meetings of World YWCA (for example, regional meetings, panels, trainings).</p> <p>Understand and articulate 2035 Goal, mission, vision, strategies, and key initiatives.</p> <p>Provide names of potential candidates for Board sub-committees or resource people, when asked.</p> <p>Promote initiatives globally, regionally and nationally with YWCA leaders and external stakeholders.</p> <p>Keep relationships globally, regionally and nationally with YWCA leaders and external stakeholders.</p>	<p>Meet <i>Threshold</i> expectations.</p> <p>Attend 75% of non-business meetings of World YWCA (for example, regional meetings, panels, trainings).</p> <p>Participate with World YWCA team in meetings, as invited, to engage and nurture relationships globally, regionally and nationally with YWCA leaders and external stakeholders.</p>	<p>Meet <i>Full</i> expectations.</p> <p>Actively recruit candidate(s) for Sub-Committees of the Board in support of Committee chairs.</p> <p>Contribute positively to the development of policies and strategies of good governance; not only pose an issue or problem but actively and tangibly contribute to the solution.</p>
<p><b>AMBASSADORSHIP:</b></p> <p>Enhance the World YWCA's Visibility and Reputation.</p>	<p>Become familiar with initiatives and realities on the ground and globally, including, advocacy, programs and services offered.</p> <p>Clearly articulate the 2035 Goal, mission, vision, strategies, initiatives, advocacy, programs/services, accomplishments, and goals within one's own sphere of influence.</p>	<p>Meet <i>Threshold</i> expectations.</p> <p>Speak with others outside the organization about 2035 Goal, mission, vision goals, etc. and share the information with the World YWCA Office Team for capture in the database.</p>	<p>Meet <i>Full</i> expectations.</p> <p>Actively garner support from the community/member associations' leaders, at local, national, regional and global level and share the information with the World YWCA Office Team for capture in the CRM.</p> <p>On behalf of the World YWCA, attend and engage in local, national, regional or international events/meetings and conduct interviews, as requested, on behalf of the World YWCA and promote the organization to others, as guided.</p> <p>Cultivate and bring external private or public opportunities to the World YWCA for consideration of participation by the Board or operational team or both.</p>



## WORLD YWCA ETHICAL GUIDELINES FOR NOMINATIONS COMMITTEE MEMBERS

### A. Purpose

To promote appropriate conduct, transparency, accountability, and good management practices for World YWCA Nominations Committee members and to protect the integrity of the World YWCA.

### B. Application

The Ethical Guidelines apply to Nomination Committee members.

### C. Principles

- a) Nominations Committee members must act honestly and uphold the highest ethical standards. This will maintain and enhance public confidence and trust in the integrity of the World YWCA and its nominations and election processes;
- b) Nominations Committee members must uphold the vision, mission and purpose of the World YWCA;
- c) Nominations Committee members must maintain an environment free from discriminatory behaviour, including all forms of harassment and prejudice directed towards race, ethnic origin, sexual orientation, religion, age or handicapping condition of an individual.

### D. Conflict of interest

A conflict of interest arises when:

- a) A Nominations Committee member or a close family member has a potential financial interest (direct or indirect) or other important interest in any transaction, contract, or agreement that the World YWCA becomes involved in;
- b) A Nominations Committee member's outside duties may or do differ fundamentally from her obligations as a member of the World YWCA Nominations Committee;
- c) The Nominations Committee votes on an issue pertaining to a Nominations Committee member's local, national or regional association.
- d) A Nominations Committee member or an immediate family member seeks employment with the World YWCA;
- e) An immediate family member is nominated for a position with the World YWCA.

### E. Duties

- a) A Nominations Committee member shall not use or attempt to use her volunteer membership in the service of the World YWCA to directly or indirectly benefit financially herself, family members or her local, national or regional association.
- b) A Nominations Committee member shall not disclose confidential information.
- c) A Nominations Committee member with a potential conflict of interest regarding any matter to be considered by the Nominations Committee shall immediately describe the nature and extent of the conflict to the Chair of the Nominations Committee;
- d) A disclosure of a conflict of interest shall be recorded in the Minutes of the Nominations Committee meeting, giving notice of conflict and a general description of the nature and extent of the conflict in relation to the Nominations Committee member's duties to the World YWCA;



- e) A Nominations Committee member with a conflict of interest shall abstain from voting on the particular matter giving rise to the conflict, but may participate in the discussions at the request of the Committee Chair;
- f) If the Committee Chair has a conflict of interest, she should abstain from voting and disclose to the Committee the nature and extent of the conflict;
- g) A Nominations Committee member shall not accept a gift from any candidate prior to the public announcement of the elections results;
- h) In the event that a Nominations Committee member seeks employment with the World YWCA, she shall resign from the Nominations Committee;
- i) A Nominations Committee member must not involve herself in activities against the laws of the country where she is located;
- j) Where a Nominations Committee member is charged with a criminal offence, the Nominations Committee by a 2/3 majority vote may suspend her membership from the Nominations Committee which will require her to take an enforced leave of absence until the matter is resolved to the satisfaction of the Nominations Committee and the President of the World YWCA;
- k) In the event that a Nominations Committee member acts in a way that seriously puts at risk the reputation of the World YWCA, the Nominations Committee by a 2/3 majority votes may suspend her membership from the Nominations Committee which will require her to take an enforced leave of absence until the matter is resolved to the satisfaction of the Nominations Committee and the President of the World YWCA;
- l) Other forms of misconduct include:
  - i. Intentional negligence of duties and responsibilities as Nominations Committee member;
  - ii. Protracted disputes with other YWCA members that put at risk the reputation of the World YWCA;
  - iii. Disputing the World YWCA policies publicly;
  - iv. Mismanagement of YWCA funds;
  - v. Misuse or destruction of YWCA property, premises, name, or logo;
  - vi. Discriminatory behaviour, sexual harassment and other related forms of violation of an individual's integrity.

## F. Failure to Comply

Situations of a Nominations Committee member not complying with the principles and duties in this policy will be raised with the President of the World YWCA and addressed as appropriate. Disciplinary measures may include suspension, leave of absence or, in grave circumstances, termination of appointment to the Nominations Committee

\* \* \*

Name:

Signature:

Place and date

## Eligibility to Stand for Re-election World Council 2023 World YWCA Board and Nominations Committee 2020-2023

Following the [World YWCA Constitution](#):

### Eligible to stand for re-election to the World Board

A World Board member other than the President and the Treasurer may serve no more than two (2) consecutive terms on World Board (article 49).

A World Board member who has served one (1) term may serve no more than two (2) consecutive terms as President or Treasurer (article 50).

A World Board member who has served two (2) terms may serve no more than one (1) further consecutive term as President or Treasurer (article 51).

A President and Treasurer may serve in that office for no more than two (2) terms (article 52).

In calculating the eligibility for re-election, the appointment to fill a vacancy shall count as a term of service in the time in office is at least 2 years (article 53).

### Eligible to stand for (re-)election to the Nominations Committee

A candidate for the Nominations Committee shall be a woman from a member association who is an active member with relevant experience at the World, national or local level who is not seeking election to the World Board at the next World Council meeting (article 66).

A Nominations Committee member may serve no more than two (2) consecutive terms on the Nominations Committee (article 67).



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)

World YWCA Board 2020-2023

Name	YWCA	Region	Terms Served	Terms Served as President or Treasurer	Eligible for World Board	YW in Nov 2023
Mira RIZEQ	Palestine	Middle East	1	1	Yes	No
Emma MCCARTHY	Australia	Pacific	2	2	No (Art. 52)	No
Isabella DÍAZ VASQUEZ	Honduras	Latin America	1	0	Yes	No
Mimi HAN	Korea	Asia	2	0	Only as President or Treasurer (Art. 51)	No
Rickol JULIEN	Grenada	Caribbean	1	0	Yes	Yes
Lucy MASIYE	Zambia	Africa	2	0	Only as President or Treasurer (Art. 51)	No
Jamie MEDICINE CRANE	Canada	North America	2	0	Only as President or Treasurer (Art. 51)	No
Caroline Midttun ROSTRUP	Norway	Europe	2	0	Only as President or Treasurer (Art. 51)	No
Dédé Fafa Eyram ATTIOGBE	Togo	Africa	1	0	No (Art. 66)	No
Gabriela CERDA OYARCE	Chile	Latin America	1	0	Yes	Yes
Bakhita FRANCIS	India	Asia	1	0	Yes	Yes
Elise GEBRAYEL	Lebanon	Middle East	1	0	Yes	Yes
Mtisunge KACHINGWE	Malawi	Africa	1	0	Yes	No
Margaret Jip KOU	Taiwan	Asia	1	0	Yes	No



Name	YWCA	Region	Terms Served	Terms Served as President or Treasurer	Eligible for World Board	YW in Nov 2023
Erica LEWIS	Great Britain	Europe	1	0	Yes	No
Charlotte MUGGERIDGE	Aotearoa/New Zealand	Pacific	1	0	Yes	No
Yvonne SCHÜPBACH	Switzerland	Europe	1	0	Yes	Yes
Adrianna SOSA	Haiti	Caribbean	1	0	Yes	Yes
Andrea THAXTON	USA	North America	1	0	Yes	No
Brittany TIBBO	Canada	North America	1	0	Yes	No

World YWCA Nominations Committee 2020-2023

Name	YWCA	Region	Terms Served	Eligible for Nominations Committee	YW in Nov 2023
Yedidiyah ALLEN	Trinidad and Tobago	Caribbean	1	Yes	Yes
Dédé Fafa Eyram ATTIOGBE	Togo	Africa	1	Yes	No
Valeria ROJAS BORDA	Bolivia	Latin America	1	Yes	No
Young Hee WON	Korea	Asia	2	No (Art. 67)	No
Jeannette VAN DONGEN	The Netherlands	Europe	1	Yes	No

## NOMINATION FORM FOR ELECTION TO THE WORLD YWCA BOARD to be elected at 30th WORLD YWCA COUNCIL, November 2023

Please submit the Nomination Forms with the original signatures of the National President, the General Secretary and/or Board Member and the nominee in photo or pdf format. Include a recent photograph of the candidate. If possible upload or send the photo electronically with high resolution so that this can be used for display. You are welcome to thoroughly complete these forms with the required attachment. In order that candidate information can be prepared in time for circulation to all associations before the World Council, all forms must be returned by **30 April 2023**, to the World YWCA Nominations Committee either by:

- Online form      Survey Monkey
- Email            [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org)
- Post              World YWCA, 16 Ancienne Route, 1218 Grand Saconnex, Geneva, Switzerland  
(must be postmarked by the deadline of 30 April 2023)

World YWCA will send confirmation of receipt of submitted forms. If you do not receive confirmation of submission within 48 hours, please contact Vicki Snoddy, Executive Office & Governance Associate at [vicki.snoddy@worldywca.org](mailto:vicki.snoddy@worldywca.org) or +41 22 929 6052. After receiving the completed form, and after due diligence by the Nominations Committee, and within three months (3) after (31 July 2023) the deadline for submission (30 April), the candidates will receive a letter confirming the decision on the candidature acceptance by the Nominations Committee.

Before applying, please read the attached role descriptions ([President](#), [Treasurer](#), [Vice President](#), and [Board member](#)).

- [NOMINATION FORM PART I: Questions to be completed by the national member association making the nomination](#)
- [NOMINATIONS FORM PART II: Endorsement by the nominee's national member association if different from Part I](#)
- [NOMINATIONS FORM PART III: To be completed by the nominee](#)

### ELIGIBILITY CRITERIA FOR WORLD BOARD

For your reference, the World YWCA Constitution states that:

**Article 47:** a candidate for the World Board, including Officers, shall be a woman from a member association who is an active member with relevant experience at the national or local level. A candidate must be approved by her member association.

**Article 38:** The World Board shall consist of twenty (20) members, being:

- a) two (2) members from each region, at least one (1) of whom shall be aged thirty (30) years or under at the time of election
- b) one (1) additional member from each of the four largest regions.

**Article 70:** A candidate for the World Board or Nominations Committee may be nominated by a member association or the World Board.

**Article 71:** A member association, which has not paid its [annual affiliation fee](#), may not nominate a candidate, unless the World Board accepts the special circumstances of the member association.





WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)

**Article 72:** A list of candidates shall be distributed to member associations at least two (2) months before the World Council meeting.

Applications must be sent to the Nominations Committee no later than **six (6) months (30 April 2023)** before the World Council in order that all steps of the nomination process can be completed effectively. Therefore, the Nominations Committee opens the application process ten (10) months before the World Council.

**A selection of the information provided by the candidate will be used publicly prior to and during the Council, for delegates to be acquainted with the candidate. More information on this will be shared with the candidate if and when receiving the confirmation of their nomination.**

As part of the World Council election process, all candidates will be given opportunities to present themselves to and interact with the movement, and as such relevant instructions will be given accordingly.



## NOMINATION FORM PART I: Questions to be completed by the national member association making the nomination

### **\*Data collection and privacy information**

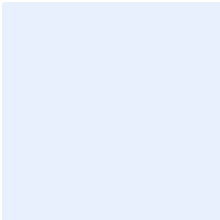
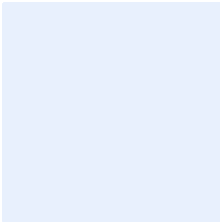
Purpose of data collection: You are nominated or you are nominating someone, for a position in the World YWCA Board and/or the Nominations Committee. The information shared in the nomination forms will be used for the sole purpose of conducting the World YWCA Nomination and Elections Procedures World Council 2023, the contact and personal information will be kept confidential.

Use of your data / Privacy: The information will only be used by World YWCA for the purposes stated above.

Please be aware that the data submitted in the form will be stored on the World YWCA server in Switzerland. For further information please refer to the [World YWCA Responsible Data Protection Policy and GDPR](#).

If you have any questions or technical difficulties do not hesitate to contact the committee at [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org).

### Use of your data/Privacy

1. I acknowledge the use of the data below as per the above conditions
2. We nominate (name of nominee): [Click or tap here to enter text.](#)
3. A member of the YWCA of (national association): [Click or tap here to enter text.](#)
4. For the position of World YWCA:
  - Board member
  - President
  - Treasurer
5. Mailing address national YWCA: [Click or tap here to enter text.](#)
6. Email national YWCA: [Click or tap here to enter text.](#)
7. Telephone number national YWCA (including country code): [Click or tap here to enter text.](#)
8. WhatsApp: yes  no
9. What makes this person a good candidate for this role? (maximum 150 words) [Click or tap here to enter text.](#)
10. Name National President: [Click or tap here to enter text.](#)
11. YWCA of (national association making nomination): [Click or tap here to enter text.](#)
12. Signature (to be attached in photo or pdf format): 
13. Date (day/month/year): [Click or tap to enter a date.](#)
14. Name National General Secretary: [Click or tap here to enter text.](#)
15. YWCA of (national association making nomination): [Click or tap here to enter text.](#)
16. Signature (to be attached in photo or pdf format): 

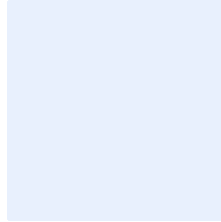


WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)

17. Date (day/month/year): Click or tap to enter a date.
18. Name Board member Click or tap here to enter text.
19. YWCA of (National association making nomination) Click or tap here to enter text.



20. Signature (to be attached in photo or pdf format):
21. Date (day/month/year): Click or tap to enter a date.

**Note: Two out of three of the above signatories must sign. The candidate cannot be one of the signatories.**



**NOMINATIONS FORM PART II: Endorsement by the nominee's national member association if different from Part I.**

**\*Data collection and privacy information**

Purpose of data collection: You are nominated or you are nominating someone, for a position in the World YWCA Board and/or the Nominations Committee. The information shared in the nomination forms will be used for the sole purpose of conducting the World YWCA Nomination and Elections Procedures World Council 2023, the contact and personal information will be kept confidential.

Use of your data / Privacy: The information will only be used by World YWCA for the purposes stated above. Please be aware that the data submitted in the form will be stored on the World YWCA server in Switzerland. For further information please refer to the [World YWCA Responsible Data Protection Policy and GDPR](#).

If you have any questions or technical difficulties do not hesitate to contact the committee at [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org).

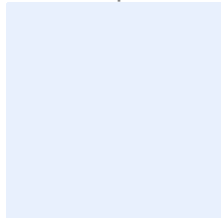
Use of your data/Privacy

- 1. I acknowledge the use of the data below as per the above conditions

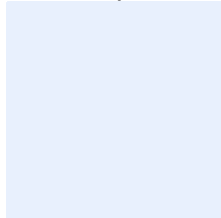
We approve the nomination of (name of nominee): [Click or tap here to enter text.](#)

member of our member association in accordance with World YWCA Constitution (article 47).

- 2. For the position of :
- 3. Name National President: [Click or tap here to enter text.](#)
- 4. YWCA of (nominee's national association): [Click or tap here to enter text.](#)



- 5. Signature (to be attached in photo format):
- 6. Date (day/month/year): [Click or tap to enter a date.](#)
- 7. Name National General Secretary: [Click or tap here to enter text.](#)
- 8. YWCA of (nominee's national association): [Click or tap here to enter text.](#)



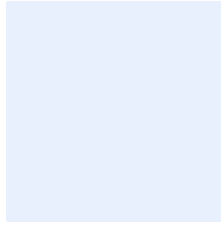
- 9. Signature (to be attached in photo format):
- 10. Date (day/month/year): [Click or tap to enter a date.](#)
- 11. Name Board member [Click or tap here to enter text.](#)
- 12. YWCA of (nominee's national association) [Click or tap here to enter text.](#)



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)



13. Signature (to be attached in photo format):

14. Date (day/month/year): Click or tap to enter a date.

**Note: Two out of three of the above signatories must sign. The candidate cannot be one of the signatories.**



**NOMINATIONS FORM PART III: To be completed by the nominee**

**\*Data collection and privacy information**

Purpose of data collection: You are nominated or you are nominating someone, for a position in the World YWCA Board and/or the Nominations Committee. The information shared in the nomination forms will be used for the sole purpose of conducting the World YWCA Nomination and Elections Procedures World Council 2023, the contact and personal information will be kept confidential.

Use of your data / Privacy: The information will only be used by World YWCA for the purposes stated above. Please be aware that the data submitted in the form will be stored on the World YWCA server in Switzerland. For further information please refer to the [World YWCA Responsible Data Protection Policy and GDPR](#).

If you have any questions or technical difficulties do not hesitate to contact the committee at [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org).

Use of your data/Privacy

1. I acknowledge the use of the data below as per the above conditions

Information completed in by nominees will be circulated to all member associations. Please print clearly or type; the World YWCA cannot be responsible for mistakes in the transmission of illegible information or misspelling mistakes. All writing exceeding the prescribed length will be cut to ensure equivalent space for all nominees. Provide two (2) references as requested in the form below.

**Please sign, noting your agreement to the following statements:**

I accept the nomination to the World YWCA Board, and other positions as indicated.

I will actively participate in Board meetings and decision making. I understand the Board meetings are virtual, which may include face to face meetings as warranted, and in addition, the Board conducts its work, including decision making, throughout the year through other means of communication including email and conference calls.

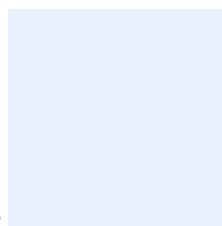
If I am not able for any reason to go according to these obligations, I will inform the president of the World YWCA immediately and discuss the consequences.

The board can also decide to expel a member of a board in case of unjustified absence.

I have read [the Ethical Guidelines and Code of Conduct for World YWCA Board members](#), [World YWCA Global Safeguarding and Protection Policy](#), and [the World YWCA Board Performance Matrix](#) and agree to abide by them.

I understand the Nominations Committee and World Board may share performance reports of my World Board participation with my member or nominating association.

I have read and accept the Roles for the position(s) for which I am applying:



2. Signed (to be attached in photo or pdf format):  
3. Date (day/month/year): Click or tap to enter a date.



4. Please indicate (circle) whether, if elected as member of the World Board, you would be willing to stand for election for:
- Vice President; and/or
  - Nominations Committee

Please note a candidate of the Nominations Committee shall be a woman from a member association who is an active member with relevant experiences at the World, national or local level **who is not seeking election to the World Board at the next World Council meeting** (ie in 2027).

5. If you are not elected as a member of the World Board do you wish to stand for the Nominations Committee?
- Yes
  - No

If yes, please complete the separate Nominations Committee form.

### Candidate details

- 6. Last name (s) [Click or tap here to enter text.](#)
- 7. First name (s) [Click or tap here to enter text.](#)
- 8. National member association: [Click or tap here to enter text.](#)
- 9. Nationality: [Click or tap here to enter text.](#)
- 10. Date of birth: [Click or tap here to enter text.](#)
- 11. Country of Residence: [Click or tap here to enter text.](#)
- 12. Email: [Click or tap here to enter text.](#)
- 13. Telephone number (including country code): [Click or tap here to enter text.](#)
- 14. WhatsApp: yes  no
- 15. Languages:
  - English fluency: Excellent Good Weak
  - French fluency: Excellent Good Weak
- 16. Spanish fluency: Excellent Good Weak Other languages:  
[Click or tap here to enter text.](#) Excellent Good Weak  
[Click or tap here to enter text.](#) Excellent Good Weak

Comments:

### QUESTIONS FOR ALL NOMINEES:

The nominee's response for the next questions **shall not exceed 150 words**, for each question.

### Personal Qualifications

- 17. Present occupation/role in the YWCA:  
[Click or tap here to enter text.](#)
- 18. Present yourself in a one (1) minute (maximum) video answering at least the following questions: Name, the name of the association that nominates you, your motivation for your candidacy. Please, send the video to [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org) using [WeTransfer](#) or [Google Drive](#).
- 19. How can you be of added value to the Board? (maximum 150 words)  
[Click or tap here to enter text.](#)
- 20. Please give a summary of your educational and professional background currently and in the past. (maximum 150 words)  
[Click or tap here to enter text.](#)



21. Describe how your experience and skills will contribute to your effectiveness as a member of the Board including YWCA and non-YWCA experience. In particular consider qualifications and skills described under the Board Roles and Responsibilities. (maximum 150 words)

Click or tap here to enter text.

22. Describe your volunteer Board experience. This may include YWCA or other organisational experience. (maximum 150 words)

Click or tap here to enter text.

### What is your vision:

23. What is your vision for the World YWCA movement for the next four years and what will be your focus? (maximum 150 words)

Click or tap here to enter text.

24. How would you describe your best effort to achieve this vision? are you going to work and achieve the vision and impact statement of the World YWCA? (maximum 150 words)

Click or tap here to enter text.

25. What is your vision for young women? (maximum 150 words)

Click or tap here to enter text.

26. What is your vision on the Christian principles, as stated in the Preamble of the World YWCA Constitution? (maximum 150 words)

Click or tap here to enter text.

### References: Provide two (2) references including at least current telephone number and email address:

#### Reference N°1

27. Name/Last Name: Click or tap here to enter text.

28. Organisation: Click or tap here to enter text.

29. Email: Click or tap here to enter text.

30. Telephone (including country code): Click or tap here to enter text.

31. WhatsApp: yes  no

#### Reference N°2

32. Name: Click or tap here to enter text.

33. Organisation: Click or tap here to enter text.

34. Email: Click or tap here to enter text.

35. Telephone (including country code): Click or tap here to enter text.

36. WhatsApp: yes  no

### ADDITIONAL QUESTIONS FOR THE POSITION OF WORLD YWCA PRESIDENT

The nominee's response for the next questions **may not exceed 200 words** for each question.

37. What are the most important global issues that the World YWCA should respond to? (maximum 200 words)

Click or tap here to enter text.

38. Describe your skills and experience in a leadership role in a volunteer organisation, including your experience as the President or Chair of a board at the local, national or international level. (maximum 200 words)

Click or tap here to enter text.





39. How do you propose to work collaboratively and manage conflict as President? (maximum 200 words)

Click or tap here to enter text.

40. Outline how you meet the qualifications and skills requirements as set out in the roles and responsibilities for the President. (maximum 200 words)

Click or tap here to enter text.

### ADDITIONAL QUESTIONS FOR THE POSITION OF WORLD YWCA TREASURER

*The nominee's response for the next questions **shall not exceed 200 words** for each question.*

41. What is your experience in financial management? (maximum 200 words)

Click or tap here to enter text.

42. What is your experience in fundraising? (maximum 200 words)

Click or tap here to enter text.

43. Outline how you meet the qualifications and skills requirements as set out in the roles and responsibilities for the Treasurer. (maximum 200 words)

Click or tap here to enter text.

### ADDITIONAL QUESTIONS FOR THE POSITION OF WORLD YWCA VICE PRESIDENT.

*The nominee's response for the next questions **shall not exceed 150 words** for each question.*

44. Describe your skills and experience in a leadership role in a volunteer organisation (maximum 150 words)

Click or tap here to enter text.

45. Outline how you meet the qualifications and skills requirements as set out in the roles and responsibilities for the Vice President. (maximum 150 words)

Click or tap here to enter text.

## NOMINATION FORM FOR ELECTION TO THE WORLD YWCA NOMINATIONS COMMITTEE to be elected at 30th WORLD YWCA COUNCIL, November 2023

Please submit the Nomination Forms with the original signatures of the National President, the General Secretary and/or Board Member and the nominee in photo or pdf format. Include a recent photograph of the candidate. If possible upload or send the photo electronically with high resolution so that this can be used for display. You are welcome to thoroughly complete these forms with the required attachment. In order that candidate information can be prepared in time for circulation to all associations before the World Council, all forms must be returned by **30 April 2023**, to the World YWCA Nominations Committee either by to:

- Online form      Survey Monkey
- Email            [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org)
- Post              World YWCA, 16 Ancienne Route, 1218 Grand Saconnex, Geneva, Switzerland.  
(must be postmarked by the deadline of 30 April 2023)

World YWCA will send confirmation of receipt of submitted forms. If you do not receive confirmation of submission within 48 hours, please contact Vicki Snoddy, Executive Office & Governance Associate at [vicki.snoddy@worldywca.org](mailto:vicki.snoddy@worldywca.org) or +41 22 929 6052. After receiving the completed form, and after due diligence by the Nominations Committee, and within three months (3) after (31 July 2023) the deadline for submission (30 April), the candidates will receive a letter confirming the decision on the candidature acceptance by the Nominations Committee.

Before applying, please read the attached role description of the Nominations Committee.

- [NOMINATION FORM PART I: Questions to be completed by the national member association making the nomination](#)
- [NOMINATIONS FORM PART II: Endorsement by the nominee's national member association if different from Part I.](#)
- [NOMINATIONS FORM PART III: To be completed by the nominee](#)

### ELIGIBILITY CRITERIA FOR THE NOMINATIONS COMMITTEE

For your reference the [World YWCA Constitution states](#) that:

**Article 66:** A candidate for the Nominations Committee shall be a woman from a member association who is an active member with relevant experience at the World, national or local level who is not seeking election to the World Board at the next World Council meeting.

**Article 65:** The Nominations Committee shall be comprised of five (5) members, each from a different region, at least two (2) of whom shall be aged thirty (30) years or under at the time of election. One (1) Nominations Committee member shall be a World Board member.

**Article 70:** A candidate for the World Board or Nominations Committee may be nominated by a member association or the World Board.

**Article 71:** A member association, which has not paid its [annual affiliation fee](#), may not nominate a candidate, unless the World Board accepts the special circumstances of the member association.

**Article 72:** A list of candidates shall be distributed to member associations at least two (2) months before the World Council meeting.



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)

Applications must be sent to the Nominations Committee no later than **six (6) months (30 April 2023)** before the World Council in order that all steps of the nomination process can be completed effectively. Therefore, the Nominations Committee opens the application process ten (10) months before the World Council.

**A selection of the information provided by the candidate will be used publicly prior to and during the Council, for delegates to be acquainted with the candidate. More information on this will be shared with the candidate if and when receiving the confirmation of their nomination.**

As part of the World Council election process, all candidates will be given opportunities to present themselves to and interact with the movement, and as such relevant instructions will be given accordingly.



**NOMINATION FORM PART I: Questions to be completed by the national member association making the nomination**

**\*Data collection and privacy information**

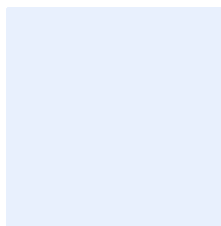
Purpose of data collection: You are nominated or you are nominating someone, for a position in the World YWCA Board and/or the Nominations Committee. The information shared in the nomination forms will be used for the sole purpose of conducting the World YWCA Nomination and Elections Procedures World Council 2023, the contact and personal information will be kept confidential.

Use of your data / Privacy: The information will only be used by World YWCA for the purposes stated above. Please be aware that the data submitted in the form will be stored on the World YWCA server in Switzerland. For further information please refer to the [World YWCA Responsible Data Protection Policy and GDPR](#).

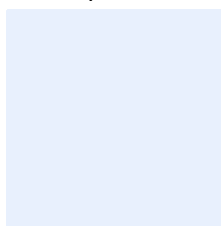
If you have any questions or technical difficulties do not hesitate to contact the committee at [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org).

Use of your data/Privacy

- 1. I acknowledge the use of the data below as per the above conditions
- 2. We nominate (name of nominee): [Click or tap here to enter text.](#)
- 3. A member of the YWCA of (national association): [Click or tap here to enter text.](#)
- 4. For the position of World YWCA Nominations Committee:
- 5. Mailing address: [Click or tap here to enter text.](#)
- 6. Email: [Click or tap here to enter text.](#)
- 7. Telephone (including country code): [Click or tap here to enter text.](#)
- 8. WhatsApp: yes  no
- 9. What makes this person a good candidate for this role? (maximum 150 words) [Click or tap here to enter text.](#)
- 10. Name National President: [Click or tap here to enter text.](#)
- 11. YWCA of (national association making nomination): [Click or tap here to enter text.](#)



- 12. Signature (to be attached in photo format):
- 13. Date (day/month/year): [Click or tap to enter a date.](#)
- 14. Name National General Secretary: [Click or tap here to enter text.](#)
- 15. YWCA of (national association making nomination): [Click or tap here to enter text.](#)



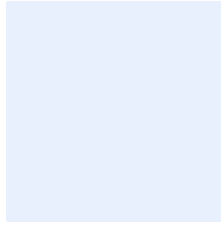
- 16. Signature (to be attached in photo format):
- 17. Date (day/month/year): [Click or tap to enter a date.](#)
- 18. Name Board member [Click or tap here to enter text.](#)
- 19. YWCA of (National association making nomination) [Click or tap here to enter text.](#)



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)



20. Signature (to be attached in photo format):

21. Date (day/month/year): Click or tap to enter a date.

**Note: Two out of three of the above signatories must sign. The candidate cannot be one of the signatories.**



**NOMINATIONS FORM PART II: Endorsement by the nominee's national member association if different from Part I.**

**\*Data collection and privacy information**

Purpose of data collection: You are nominated or you are nominating someone, for a position in the World YWCA Board and/or the Nominations Committee. The information shared in the nomination forms will be used for the sole purpose of conducting the World YWCA Nomination and Elections Procedures World Council 2023, the contact and personal information will be kept confidential.

Use of your data / Privacy: The information will only be used by World YWCA for the purposes stated above.

Please be aware that the data submitted in the form will be stored on the World YWCA server in Switzerland. For further information please refer to the [World YWCA Responsible Data Protection Policy and GDPR](#).

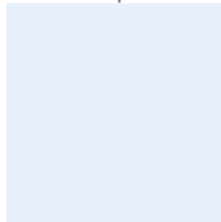
If you have any questions or technical difficulties do not hesitate to contact the committee at [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org).

Use of your data/Privacy

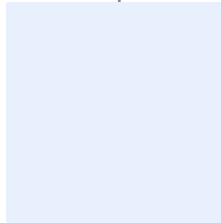
1. I acknowledge the use of the data below as per the above conditions

We approve the nomination of the above member of our member association in accordance with World YWCA Constitution (article 47).

2. For the position of:
3. Name National President: [Click or tap here to enter text.](#)
4. YWCA of (nominee's national association): [Click or tap here to enter text.](#)



5. Signature (to be attached in photo format):
6. Date (day/month/year): [Click or tap to enter a date.](#)
7. Name National General Secretary: [Click or tap here to enter text.](#)
8. YWCA of (nominee's national association): [Click or tap here to enter text.](#)



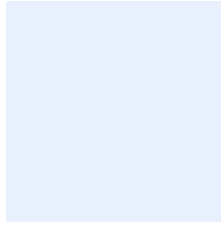
9. Signature (to be attached in photo format):
10. Date (day/month/year): [Click or tap to enter a date.](#)
11. Name Board member [Click or tap here to enter text.](#)
12. YWCA of (nominee's national association) [Click or tap here to enter text.](#)



WorldYWCA

16 L'Ancienne Route  
CH-1218 Grand Saconnex  
Geneva Switzerland

T (+41) 22 929 60 40 | E [worldoffice@worldywca.org](mailto:worldoffice@worldywca.org)



13. Signature (to be attached in photo format):

14. Date (day/month/year): Click or tap to enter a date.

**Note: Two out of three of the above signatories must sign. The candidate cannot be one of the signatories.**



## NOMINATIONS FORM PART III: To be completed by the nominee

### **\*Data collection and privacy information**

Purpose of data collection: You are nominated or you are nominating someone, for a position in the World YWCA Board and/or the Nominations Committee. The information shared in the nomination forms will be used for the sole purpose of conducting the World YWCA Nomination and Elections Procedures World Council 2023, the contact and personal information will be kept confidential.

Use of your data / Privacy: The information will only be used by World YWCA for the purposes stated above.

Please be aware that the data submitted in the form will be stored on the World YWCA server in Switzerland. For further information please refer to the [World YWCA Responsible Data Protection Policy and GDPR](#).

If you have any questions or technical difficulties do not hesitate to contact the committee at [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org).

#### Use of your data/Privacy

1. I acknowledge the use of the data below as per the above conditions

Information completed in by nominees will be circulated to all member associations. Please print clearly or type; the World YWCA cannot be responsible for mistakes in the transmission of illegible information or misspelling mistakes. All writing exceeding the prescribed length will be cut to ensure equivalent space for all nominees. Provide two (2) references as requested in the form below.

### **Please sign, noting your agreement to the following statements:**

I accept the nomination to the World YWCA Nominations Committee.

I will actively participate in Nominations Committee meetings, and I will dedicate time to prepare for and attend all Committee meetings (virtual, which may include face-to-face meetings as warranted),. I understand the Nominations Committee conducts its work, including decision making, throughout the year through other means of communication including email and conference calls.

If I am not able for any reason to go according to these obligations, I will inform the president of the World YWCA immediately and discuss the consequences.

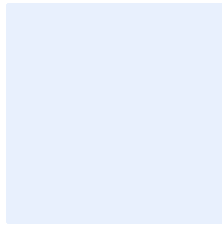
The Nominations Committee can request to the World Board to decide to expel a member of the Committee in case of unjustified absence.

I have read the [Ethical Guidelines and Code of Conduct for World YWCA Nominations Committee members](#), and the [World YWCA Global Safeguarding and Protection Policy](#), and agree to abide by them.

I understand the Nominations Committee and World Board may share performance reports of my participation in the Committee with my member or nominating association.

I have read and accept the Roles for the position(s) for which I am applying:





- Signed (to be attached in photo or pdf format):
- Date (day/month/year): Click or tap to enter a date.

Please note a candidate of the Nominations Committee shall be a woman from a member association who is an active member with relevant experiences at the world, national or local level **who is not seeking election to the World Board at the next World Council meeting** (ie in 2027).

### Candidate details

- Last name Click or tap here to enter text.
- First name (s) Click or tap here to enter text.
- National member association: Click or tap here to enter text.
- Nationality: Click or tap here to enter text.
- Date of birth: Click or tap here to enter text.
- Country of Residence: Click or tap here to enter text.
- Email: Click or tap here to enter text.
- Telephone (including country code): Click or tap here to enter text.
- WhatsApp: yes  no
- Languages:
  - English fluency: Excellent Good Weak
  - French fluency: Excellent Good Weak
  - Spanish fluency: Excellent Good Weak
- Other languages:
  - Click or tap here to enter text. Excellent Good Weak
  - Click or tap here to enter text. Excellent Good Weak

### QUESTIONS FOR ALL NOMINEES TO THE NOMINATIONS COMMITTEE:

The nominee's response for the next questions **shall not exceed 150 words**, for each question.

### Personal Qualifications

- Present occupation/role in the YWCA:
  - Click or tap here to enter text.
- Present yourself in a one (1) minute (maximum) video answering at least the following questions: Name, the name of the association that nominates you, your motivation for your candidacy. Please, send the video to [nominationscommittee@worldywca.org](mailto:nominationscommittee@worldywca.org) using [WeTransfer](#) or [Google Drive](#).
- How can you be of added value to the Nominations Committee? (maximum 150 words)
  - Click or tap here to enter text.
- Please give a summary of your educational and professional background currently and in the past. (maximum 150 words)
  - Click or tap here to enter text.



19. Please provide your experience of a Nominations Committee or Board Election process. (maximum 150 words)

Click or tap here to enter text.

20. Describe your volunteer Nominations Committee or Board experience. This may include YWCA or other organisational experience. (maximum 150 words)

Click or tap here to enter text.

21. List the skills and experiences you have that will contribute to your effectiveness as a Nominations Committee member, including relevant YWCA and non-YWCA experience. (maximum 150 words)

Click or tap here to enter text.

### What is your vision:

22. What is your vision for the World YWCA movement for the next four years and what will be your focus? (maximum 150 words)

Click or tap here to enter text.

23. How would you describe your best effort to achieve this vision? are you going to work and achieve the vision and impact statement of the World YWCA? (maximum 150 words)

Click or tap here to enter text.

24. What is your vision for young women? (maximum 150 words)

Click or tap here to enter text.

25. What is your vision on the Christian principles, as stated in the Preamble of the World YWCA Constitution? (maximum 150 words)

Click or tap here to enter text.

### References: Provide two (2) references including at least current telephone number and email address:

#### Reference N°1

26. Name: Click or tap here to enter text.

27. Organisation: Click or tap here to enter text.

28. Email: Click or tap here to enter text.

29. Telephone (including country code): Click or tap here to enter text.

30. WhatsApp: yes  no

#### Reference N°2

31. Name: Click or tap here to enter text.

32. Organisation: Click or tap here to enter text.

33. Email: Click or tap here to enter text.

34. Telephone (including country code): Click or tap here to enter text.

35. WhatsApp: yes  no