

Guidance for Nominations for the Executive Board of ILGA-Europe

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-Europe. 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-Europe 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 board and are interested in the key areas of work of ILGA-Europe.

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 / 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?

Responsibilities of board members:

- Board members customarily serve for two years and are expected to attend Board meetings and ILGA-Europe conferences;
- Board members are expected to participate in e-mail discussions of Board matters;
- Board members are expected to represent the organisation in public.

Key areas of work of ILGA-Europe board members:

In order to efficiently support ILGA-Europe staff, fulfil obligations to its members, partners and supporters the work of ILGA-Europe board members mainly focuses on the following:

- Interact with the membership on a regular basis and in an impartial way
- Strategic planning and overseeing its implementation
- Formulating needed policies
- Approve and monitor the organisation's programmes and services
- Ensure adequate financial resources - in conjunction with the Executive Director and the Finance and Administration Manager

- Understand and respect the relationship between board and staff
- Act as a responsible employer
- Enhance the organisation's public image
- Carefully induct new board members
- Carry out board business efficiently

3) HOW TO NOMINATE?

To nominate a candidate to stand for election to the ILGA-Europe board, complete the **Endorsement of Nomination form** and send this **by e-mail** before **1 September 2016** to chairingpool@ilga-europe.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-Europe Executive Board must come from an ILGA- Europe full member organisation, but they do not have to be from the organisation nominating them.

Any full member organisation can nominate a maximum of 10 individuals. These nominations can be made regardless of the individual's gender identity but it should be noted that there cannot be more than six people who identify as women or more than six people who identify as men elected to the Board.

Each form should represent a single candidate. This does not mean, however, that an organisation is limited to 1 (one) nominee for the ILGA-Europe Executive Board. An organisation is allowed to nominate as many as 10 candidates, just be sure to fill out one form per candidate.

4) CANDIDATES FORMS

Candidates will be required to complete a separate nomination 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-europe.org

6) DEADLINE FOR RECEIPT OF CANDIDATES FORMS

1 September 2016