



## Associated Country Women of the World

*ACWW Connects and Supports  
Women & Communities Worldwide*

**Triennial Conference Committee (TCC)  
Mail Out to All Voting Member Societies**

# CIRCULAR 2

**Call for Nominations for the Board of Trustees 2019-2022  
(Officers & Specified Committee Chairmen)  
to be elected at the Triennial World Conference 2019**

**FOR IMMEDIATE ACTION - NOMINATIONS TO BE RECEIVED AT  
ACWW CENTRAL OFFICE NO LATER THAN 4 APRIL 2018**



Associated Country Women of the World  
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Registered Charity No.290367 | CIO No. 1174798

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All Nomination Emails to: [nominations@acww.org.uk](mailto:nominations@acww.org.uk)

## INFORMATION

- A ballot for the Board of Trustees will be held at the 29<sup>th</sup> ACWW Triennial World Conference at the Melbourne Convention & Exhibition Centre, Melbourne, Australia in April 2019.
- All those elected to office are Members of the Board of Trustees of ACWW.
- A nominee must be a fully paid-up Individual Member (Category 5) of ACWW both at the time of nomination, and election.
- A nominee must understand and speak English, and be able to fully participate in meetings, in this language. They must also have regular access to the internet and email.
- A nominee must be an active member of a fully paid-up Voting Member Society (Category 1, 2 or 3) of ACWW, and will require a written letter of reference from their own society in support of their nomination. Additionally, nominees for Area President must be resident within the Area.
- **NB:** All members of the Board of Trustees serve in their own right and are not representatives of their society or country.
- In the event of no nomination for an office being received by the deadline, a further call for nominations will be made immediately. If, following this second call, no nominations are received, an appointment for that office will be made by the Incoming Board of Trustees at the earliest opportunity at the start of the new Triennium.
- An individual cannot accept nomination for more than one office.
- Nominees for the office of Area President must have attended at least one Area Conference; all other nominees must have attended at least one ACWW Triennial World Conference.
- All nominees must be available to attend leadership training on 2<sup>nd</sup> and 3<sup>rd</sup> April 2019 in Melbourne, Australia (before the 29<sup>th</sup> Triennial World Conference, 2019). Nominees must also be prepared to attend the incoming Board Meeting on 10<sup>th</sup> and 11<sup>th</sup> April 2019 if elected. In this case, you will be unable to participate on the Conference Day Trip (but if booked, you will be reimbursed).
- All Members of the Board of Trustees are involved in policy making, and are responsible for spreading information regarding ACWW. They should encourage rural women's organisations and individuals to become members. Area Presidents should keep in touch with the Member Societies within their Area. They are expected to arrange a self-financing Area Conference, in conjunction with the Societies in their Area.
- The Board of Trustees are collectively responsible for maintaining an effective and relevant Strategic Plan for ACWW.
- All Committee Chairman, together with the World President, form the Executive Committee.
- All nominees should be available to attend all scheduled meetings of the Board of Trustees and Specified Committees as a priority, and must make every effort to attend the Triennial World Conference.
- **MEETINGS:** Board Meetings are normally held in London. At present, the Board meets annually and the Executive Committee meets three times a year. The Finance and Membership Committee meets 3 times annually, and the other Committees 2 or 3 times a year as required. Board Members are ex officio members of the Specified Committees and may attend these meetings at their own expense, with the prior permission of the Chairman and if space allows.
- **TRAVEL AND SUBSISTENCE:** When travelling to Board and Committee meetings, and on other approved ACWW business, all Members of the Board of Trustees make their own arrangements, including full insurance cover and visa applications, unless otherwise notified. ACWW will reimburse these costs together with airport and departure taxes. Return economy travel (doorstep-to-doorstep), accommodation and expenses for meals are reimbursed. All claims for these expenses are submitted to the Chief Executive Officer for approval by the Treasurer, and must be accompanied by the relevant receipts.

## RESPONSIBILITIES:

**World President:** Acts as the official representative of ACWW; presides over meetings and World Conferences. Involves extensive travel, keeping in touch with all Areas. Requires good knowledge of ACWW workings and constitution.

**Deputy World President & Chairman of the Agriculture Committee:** A knowledge or experience of agriculture / farming is desirable. Must be prepared to represent ACWW when the World President is unavailable.

**Chairman of the Triennial Conference Committee & Honorary Secretary:** Is responsible for planning the Triennial World Conference. Experience of such conferences and ACWW operations is essential.

**Chairman of the Finance and Membership Committee & Honorary Treasurer:** Will have charge of the funds and accounts of ACWW, present annual budgets, receive and approve all Board and Committee expenditures. Financial experience is crucial.

**Chairman of the Communications & Marketing Committee:** To have an overview and insight into the public presentation of ACWW. A knowledge of, or experience in, social media and marketing is essential.

**Chairman of the Projects Committee:** To have some knowledge or experience of ACWW's project funding and the nature of project impact assessment.

**Chairman of the United Nations Committee:** To have knowledge and interest in the advocacy role of ACWW, and how this interacts with UN Agencies and other NGOs. Ability to participate in the drafting of statements is desirable.

**Area Presidents:** Represent and encourage new and existing members in their Areas. They must arrange an Area Conference once per Triennium. They must have a good working knowledge of member societies in their respective Area, and good organisational skills are essential.

## INSTRUCTIONS

- Use a separate nomination form for each nominee. Please print or copy as many forms as required
- Nominees must complete Section 1 (both sides)
- The Nominating Society must complete Section 2
- A letter of confirmation and support from the Nominee's own voting member society (Categories 1, 2 or 3) must accompany the nomination.
- Please send all of these documents, including the photograph, to ACWW Central Office via email by **4 April 2018:**  
**[nominations@acww.org.uk](mailto:nominations@acww.org.uk)** marked 'CONFIDENTIAL: NOMINATION'
- **OR** send by post to:  
**The CEO, ACWW, A04 Parkhall, 40 Martell Road, London SE21 8EN, UK** marked 'CONFIDENTIAL: NOMINATION'
- Please do not include any other correspondence
- Please note that incomplete documentation cannot be accepted
- Please note that nominations received after the closing date will not be accepted or considered

# NOMINATION FORM FOR THE BOARD OF TRUSTEES OF ACWW

## Section 1: To be completed by the Nominee

**1** Position for which you seek election:

**1a** Your name (as shown in passport):

**1b** Title (please circle): Ms / Miss / Mrs / Dr / Prof. / Other (please specify):

**1c** Home Address:

Country:

Postal / ZIP Code:

Email:

Telephone:   
*(including area code)*

**1d** Your ACWW Individual Membership Number:

**1e** ACWW Voting Member Society (Category 1, 2 or 3) to which you belong:  
*(including full name and branch detail)*

Postal Address:

Country:

Postal / ZIP Code:

Email:

Telephone:   
*(including area code)*

Contact name to whom enquiries should be addressed:

Their position within the Society:

**1f** List Offices and/or experience at Local, National and ACWW level, which you feel qualify you for the position for which you are seeking nomination:

**1g** Please sign and date this form and return it to the Society nominating you, along with a clear and recent passport-sized photograph of yourself.

Signature:

Date:

*For ACWW Central Office Use Only*

**1h Insert your résumé / CV / biography here (maximum of 200 words):**

*Please note that this information will be published in advance of the Election, and may be edited if repetitive or over the word limit. If possible, please provide this typed rather than handwritten.*

**Section 2: To be completed by the Nominating Society**

**2 Full Name of the Nominating Society:**

**2a Postal address:**

**Country:**

**Postal / ZIP Code:**

**Email:**

**Telephone:**   
*(including area code)*

**2b Name of the Authorised Signatory:**

**2c Your Position / Title in the Society:**

**Email:**

**Telephone:**   
*(including area code)*

**2d Please sign and date this form and return it to ACWW Central Office, addressed to the CEO and marked 'Confidential: Nomination'. This must be received by 4 April 2018. *Please read the check-list below.***

**Signature:**

**Date:**

- Nominee Form:** Section 1 completed by the Nominee  
Signed by the Nominee  
Section 2 completed by the Nominating Society  
Signed by the Society's Authorised Signatory
- Photograph of the Nominee**
- Letter of confirmation and support from the Nominee's Voting Member Society**
- Carefully read the instructions for submission**

## BOARD OF TRUSTEES 2019-2022

Those marked below with **one asterisk (\*)** are eligible to be elected to the Board of Trustees, but not to the same position as they currently hold, as they will have held the position for 2 consecutive terms by 2019.

Those marked with **two asterisks (\*\*)** are not eligible for election to any position on the Board of Trustees as they will have held positions on the Board for 4 consecutive terms by 2019.

OFFICE	TO BE NOMINATED BY:	CURRENT OFFICE HOLDER	
World President	Any Voting Member Society (Categories 1, 2 and 3)	Mrs Ruth Shanks AM **	
Deputy World President & Chairman of the Agriculture Committee		Mrs Margaret Yetman **	
Chairman of the Triennial Conference Committee & Honorary Secretary		Mrs Henrietta Schoeman *	
Chairman of the Finance and Membership Committee & Honorary Treasurer		Mrs Heather Brennan	
Chairman of the Communications & Marketing Committee		Mrs Magdie de Kock *	
Chairman of the Projects Committee		Mrs Anne Marit Hovstad *	
Chairman of the United Nations Committee		Mrs Kerry Maw-Smith	
<b>Area Presidents:</b>		Each Voting Member Society (Categories 1, 2 and 3) in an Area may nominate a resident, fully paid-up individual member as Area President for that Area	Mrs Sheila Needham *
Canada			Mrs Dotsie Gordon *
Caribbean, Central & South America			Mrs Thilaka Perera
Central & South Asia	Ms Irene Chinje		
East, West & Central Africa	Mrs Margaret McMillan		
Europe	Mrs Maria Abdul Karim		
South East Asia & The Far East	Mrs Maybel Moyo *		
Southern Africa	Mrs Gail Commens		
South Pacific	Mrs Jo Ellen Almond		
United States of America			