



**RURAL  
WOMEN  
IN ACTION**

**30<sup>th</sup> Triennial World Conference  
Kuala Lumpur, Malaysia  
17-25 May 2023**

**This updated Circular 2 is issued on 4 June 2021**

**The Special World Conference held 17-23 April 2021 took the decision to postpone the 30th Triennial World Conference by one year, because of the impact of the COVID-19 Pandemic and this re-issued Circular reflects the revised dates and deadlines.**

**Any eligible nominations received at Central Office by the original deadline, will also be taken into consideration.**

**CIRCULAR 2:  
Call for Nominations  
to the Board of Trustees 2022-2025  
to be elected at the Triennial World  
Conference 2022**

**DEADLINE FOR SUBMISSION:  
20 May 2022**



**For all Conference related  
communications, please use:  
[worldconference@acww.org.uk](mailto:worldconference@acww.org.uk)**

## CIRCULAR 2: CALL FOR NOMINATIONS TO THE BOARD OF TRUSTEES 2023-2026, ELECTED AT THE TRIENNIAL WORLD CONFERENCE 2023

**ACWW'S Board of Trustees** are usually elected every three years at the Triennial World Conference. However, due to the Global Pandemic, the Special World Conference of 17-23 April 2021 voted for an extension of the current Triennium until May 2023. A secret ballot will be held for the 30<sup>th</sup> Triennial World Conference in Kuala Lumpur, Malaysia in May 2023.

- All those elected to office become Members of the Board of Trustees of the Associated Country Women of the World, a charity registered in England and Wales. This post carries legal responsibilities.
- The Board of Trustees are collectively responsible for maintaining an effective and relevant Strategic Plan for ACWW.
- The **6 Committee Chairmen** (Agriculture, Communications & Marketing, Finance & Membership, Projects, Triennial World Conference, and United Nations), together with the **World President** and **Deputy World President**, form the **Executive Committee**.
- A Nominee must be a fully paid-up **Individual Member (Category 5)** of ACWW both at the time of Nomination, and at the time of Election.
- A Nominee must also be an active member of a fully paid-up **Voting Member Society (Category 1, 2, or 3)** of ACWW. All Nominees require a written reference letter from their own Society in support of their nomination. Additionally, Nominees for the post of Area President must be permanent residents within the Area they wish to represent.
- Members of the Board of Trustees serve in their own right and, once elected, do not act as representatives of their own Society or country.
- The **Working Language of ACWW is English**, and Nominees must understand, write, and speak English, and be fully able to participate in meetings in English, and read all correspondence.
- Those elected to the Board of Trustees will be provided with an ACWW-issued computer. Nominees must have a good working knowledge of Microsoft Windows, Microsoft Office, and have regular access to the internet, as there is a need to work by email with ACWW Member Societies, Board Members, and Central Office.
- No individual may accept nomination for more than one position on the Board of Trustees. If multiple nominations for different positions are received at Central Office, the one received first will stand as the official nomination. It is the responsibility of the Nominee to ensure they do not accept nomination for more than one position.
- Nominees for the office of Area President must have **attended at least one Area Conference**. All other Nominees must have **attended at least one Triennial World Conference**.
- All Members of the Board of Trustees are involved in policy making, and are responsible for distributing accurate 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 organise a financially independent Area Conference once per Triennium, in conjunction with Member Societies in the Area. They are also expected to act as a two-way conduit for information, surveys, data collection, and policy input between the Membership and ACWW.

## CIRCULAR 2: CALL FOR NOMINATIONS TO THE BOARD OF TRUSTEES 2023-2026, ELECTED AT THE TRIENNIAL WORLD CONFERENCE 2023

**Meetings** Board Meetings are normally held at ACWW Central Office in London. At present, the Board of Trustees 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 additionally attend these meetings at their own expense, with the prior permission of the Chairman and if space allows.

All Nominees should be available to attend all scheduled meetings of the Board of Trustees and, where relevant, Specified Committees as a priority. They must also make every effort to attend the Triennial World Conference. Whilst attendance in person will always be preferred, it is understood that circumstances sometimes make this impossible. In this instance, attendance via digital videoconference (using Microsoft Teams, Zoom, or similar applications) can be arranged in consultation with the World President.

**Travel and Subsistence** When travelling to Board and Committee meetings, and on other pre-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 expenses are submitted to the Chief Executive Office for approval by the Treasurer, and must be accompanied by the relevant receipts.

### **Specific Notes for Nominees seeking election in May 2023**

All nominees must be available to attend the post-Conference Board Meeting in May 2023. This will extend 4 days beyond the last day of the Triennial World Conference and include important Board Training and strategic discussion. This will take place 26-29<sup>th</sup> May 2023.

## DEADLINE FOR SUBMISSION: 20 May 2022

## CIRCULAR 2: CALL FOR NOMINATIONS TO THE BOARD OF TRUSTEES 2023-2026, ELECTED AT THE TRIENNIAL WORLD CONFERENCE 2023

### Responsibilities for Members of the Board of Trustees

**World President** Acts as the official representative of ACWW; presides over meetings and Triennial World Conferences; maintains regular contact with the Chief Executive Officer. Involves extensive travel, keeping in touch with all of ACWW's geographic Areas. Requires detailed knowledge of how ACWW works and the Constitution.

**Deputy World President** In 2023 ACWW will elect a Deputy World President separately from the previous joint role of Deputy World President and Chairman of the Agriculture Committee, per the Constitutional Resolution passed at the 29<sup>th</sup> Triennial World Conference in 2019. Must be prepared to represent ACWW when the World President is unavailable, and work to a portfolio of issues as agreed by the Board of Trustees.

**Chairman of the Triennial Conference Committee and Honorary Secretary** Is responsible for planning the Triennial World Conference. Experience of such conferences and ACWW operations is essential, along with experience of organising international events.

**Chairman of the Finance & Membership Committee and Honorary Treasurer** Will have charge of the funds and accounts of ACWW, present annual budgets, receive and approve all Board and Committee expenditures; maintain a focus on membership growth and retention. Financial experience is essential.

**Chairman of the Food and Agriculture Committee** In 2023 ACWW will elect a Chairman of the Agriculture Committee separately from the previous joint role of Chairman of the Agriculture Committee and Deputy World President, per the Constitutional Resolution passed at the 29<sup>th</sup> Triennial World Conference in 2019. A knowledge and experience of rural agriculture, farming, and international food systems is essential.

**Chairman of the Communications & Marketing Committee** To have an overview and insight into the public presentation of ACWW. A knowledge of and experience in, social media and marketing is essential. Additionally, a high level of technical capability is necessary, with comfort using multiple forms of communication. Excellent spoken and written English are a prerequisite.

**Chairman of the Projects Committee** To have knowledge or experience of ACWW's project funding and nature of project impact assessment. Ideally, Nominees to have knowledge of development projects and international development. Ability to remain objective and impartial whilst applying ACWW criteria is essential.

**Chairman of the United Nations Committee** To have knowledge and interest in the advocacy role of ACWW, and how this interacts with the United Nations, UN Agencies, and other NGOs and INGOs. Experience of working within or alongside UN mechanisms within the past six years is preferable, and the ability to participate in the drafting of policy and public 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 a passion for the inclusion of all individuals and Member Societies in their work. Good organisational skills are essential.

## CIRCULAR 2: CALL FOR NOMINATIONS TO THE BOARD OF TRUSTEES 2023-2026, ELECTED AT THE TRIENNIAL WORLD CONFERENCE 2023

### Instructions

- Use a **separate nomination form for each Nominee**. Please print or copy as many forms as required, or use the interactive digital form supplied.
- **Nominees must complete Sections 1 and 2 in full**. Section 1 will be held confidentially by ACWW Central Office in line with data protection policies and regulations. Section 2 includes information which will be published publicly to inform members when considering who to vote for.
- The **Nominating Society must complete Section 3**.
- 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 these documents, **including a recent photograph** (taken within the last year), to ACWW Central Office. This must be received by **20 May 2022**, and can be sent using one of the following methods:
  1. By email to **[nominations@acww.org.uk](mailto:nominations@acww.org.uk)** with a subject of 'Confidential: Nomination' OR
  2. By post to: **CEO Tish Collins, ACWW, A04 Parkhall, 40 Martell Road, London SE21 8EN, UK** with the envelope marked 'Confidential: Nomination'
- Please **do not include** any other correspondence with this nomination
- Please note that **incomplete documentation cannot be accepted**
- Please note that **nominations received after the closing date will not be accepted** or considered
- As noted on page 2, no individual may accept nomination for more than one position on the Board of Trustees. If multiple nominations for different positions are received at Central Office, the one received first will stand as the official nomination. It is the responsibility of the Nominee to ensure they do not accept nomination for more than one position

**DEADLINE FOR SUBMISSION: 20 May 2022**

## Nomination Form for the Board of Trustees of ACWW

### Section 1: To be completed by the Nominee

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

1b. **Your full name:** *(as shown in passport)*

1c. **Your title:** *(please circle or specify)* Ms / Miss / Mrs / Dr / Prof. / Other:

1d. **Home Address:**

**Country:**

**Postal / ZIP Code:**

**Email:**

**Telephone:**  
*(Including area code)*

1e. **Your ACWW Individual Membership Number:**

1f. **ACWW Voting Member Society to which you belong:** *(Paid-up Category 1, 2, or 3. 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:**

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. In signing and submitting this Nomination, you confirm that all information included is true and accurate, and may be subject to fact checking. By submitting this Nomination you give ACWW consent to circulate information included in Section 2 along with your name, position to which you seek election, and your Country and Member Society for the purposes of election information.**

**Signature:**

**Date:**

For ACWW Central Office use only

## Nomination Form for the Board of Trustees of ACWW

### Section 2: To be completed by the Nominee

**2a. List Offices and/or experience at local, national, international and ACWW level, which you feel qualify you for the position to which you are seeking nomination:**

**2b. Insert your résumé / CV / biography here (maximum of 300 words):**

*Please note that this is an absolute word limit, and that this information will be published in advance of the election. This must be typed for clarity. It will not be edited, so ensure that you have read it carefully and that you are happy with how you are presented. If you provide more than 300 words, only the first 300 will be printed so please ensure that you have checked the word count carefully.*

## Nomination Form for the Board of Trustees of ACWW

### Section 2: To be completed by the Nominee

#### 2c. Trustee Skills Audit

ACWW Board Members work as a team to ensure the success of ACWW, supported by Central Office, and with members all over the world. The reality of modern technology, international communication, data protection and the legal responsibilities of a Charity Trustee mean that each position requires a broad range of skills. Please indicate on the table below how you would describe your skills in each category:

#### Level of Expertise:

**1 = highly experienced**

**2 = proficient**

**3 = some experience**

**4 = no experience**

Skills, expertise, knowledge, qualifications	Level of experience				Comments
	1	2	3	4	
Administration	1	2	3	4	
Board / Committee experience	1	2	3	4	
Campaigning	1	2	3	4	
Charity / Voluntary organisation governance	1	2	3	4	
Conflict resolution	1	2	3	4	
Customer / Member Care	1	2	3	4	
Digital systems / Infrastructure	1	2	3	4	
Business Development	1	2	3	4	
Facilitating / Chairing Meetings	1	2	3	4	
Finance / Financial governance	1	2	3	4	
Fundraising	1	2	3	4	
Human Resources / Training	1	2	3	4	
Income Generation	1	2	3	4	
International Development	1	2	3	4	
Influencing / Network Building	1	2	3	4	
IT: Microsoft Word	1	2	3	4	
Microsoft Excel	1	2	3	4	
Microsoft Outlook	1	2	3	4	
Leadership	1	2	3	4	
Legal processes	1	2	3	4	
Marketing	1	2	3	4	
Public Relations / Communications	1	2	3	4	
Voluntary sector experience	1	2	3	4	



## Nomination Form for the Board of Trustees of ACWW

### Section 3: To be completed by the Nominating Society

Nominating a candidate for election to the Board of Trustees is an important decision, and we encourage all Member Societies to consider nominations carefully before submitting them. Please also remember that once elected, a member of the Board of Trustees does not represent a Society or Country, and acts as an individual for the best interests of ACWW.

**3a. Full Name of the Nominating Society:**

**3b. Postal address:**

**Country:**

**Postal / ZIP Code:**

**Email:**

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

**3c. Name of the Authorised Signatory:**

**3d. Your Position / Title in the Society:**

**Email:**

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

**3e. Please sign and date this form and return all documents to ACWW Central Office. This must be received by 20 May 2022. *Please read the check-list below.***

**Signature:**

**Date:**

- Nominee Form:** Section 1 completed by the Nominee  
Section 2 completed by the Nominee  
Signed by the Nominee  
Section 3 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**

All documents must be submitted either by email to **[nominations@acww.org.uk](mailto:nominations@acww.org.uk)** with a subject of 'Confidential: Nomination' OR by post to: **CEO Tish Collins, ACWW, A04 Parkhall, 40 Martell Road, London SE21 8EN, UK** with the envelope marked 'Confidential: Nomination'

## DEADLINE FOR SUBMISSION: 20 May 2022

## Board of Trustees 2019-2022

ACWW's Board of Trustees are elected for a 3 year term between Triennial World Conferences. Each Trustee may serve (if re-elected) **two terms in one position**, and a **maximum of four consecutive terms** in any position on the Board of Trustees.

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 2022.

OFFICE	CURRENT OFFICE HOLDER
World President	Magdie de Kock
Deputy World President & Chairman of the Food and Agriculture Committee	Alison Burnett
Honorary Secretary & Chairman of the Triennial World Conference Committee	Christine Reaburn
Honorary Treasurer & Chairman of the Finance and Membership Committee	Post Vacant <sup>1</sup>
Chairman of the Communications & Marketing Committee	Sheila Needham
Chairman of the Projects Committee	Edwina Marr <sup>2</sup>
Chairman of the United Nations Committee	Marie Kenny
Area President for Canada	Linda Hoy
Area President for Caribbean, Central & South America	Irene Hinds
Area President for Central & South Asia	Post Vacant <sup>3</sup>
Area President for East, West, and Central Africa	Irene Chinje*
Area President for Europe	Afrodita Roman
Area President for South East Asia & the Far East	Norjanah Razali
Area President for Southern Africa	Dr Marina Muller <sup>4</sup>
South Pacific	Gail Commens*
United States of America	Bonnie Teeples

<sup>1</sup> The elected Treasurer resigned in June 2020, and the Board of Trustees nominated the Deputy World President to cover the responsibilities of this role until the end of the 2019-2023 Triennium

<sup>2</sup> The elected Chairman of the Projects Committee passed away in July 2020, and the Board of Trustees co-opted Edwina Marr to complete the rest of the 2019-2022 Triennium

<sup>3</sup> The elected Area President for Central & South Asia was removed from the Board of Trustees in July 2020, and the Board of Trustees nominated the World President to cover the responsibilities of this role until the end of the 2019-2022 Triennium.

<sup>4</sup> The elected Area President for Southern Africa resigned from the Board of Trustees in October 2019, and the Board of Trustees co-opted Dr Marina Muller to complete the rest of the 2019-2023 Triennium.

# ACWW 30<sup>th</sup> Triennial World Conference Kuala Lumpur, Malaysia 18-24 May 2023

## REVISED TIMETABLE FOR CIRCULARS

<b>No.</b>	<b>TITLE</b>	<b>TO BE SENT</b>	<b>DEADLINE to RETURN</b>
1	REVISED Call for <b>RESOLUTIONS AND RECOMMENDATIONS</b> . For <b>ACTION</b> by Category 1, 2, and 3 Societies	11 June 2021	20 May 2022
2	REVISED Call for <b>NOMINATIONS TO BOARD OF TRUSTEES</b> For <b>ACTION</b> by Category 1, 2, and 3 Societies	11 June 2021	20 May 2022
3	REMINDER Notice that there will be <b>POSTAL VOTING FOR AREA PRESIDENTS</b> . For <b>INFORMATION</b>	11 June 2022	n/a
4	Call for Society <b>TRIENNIAL REPORTS</b> For <b>ACTION</b> by all Member Societies	15 January 2022	31 December 2022
5	Call for <b>NOMINATIONS FOR MEMBERS OF SPECIFIED COMMITTEES</b> For <b>ACTION</b> by all Societies	20 May 2022	18 January 2023
6	Further call for <b>NOMINATIONS TO BOARD OF TRUSTEES</b> (if necessary). For <b>ACTION</b> by Category 1, 2, and 3 Societies	18 June 2022	18 July 2022
7	<b>TEXT OF RESOLUTIONS AND RECOMMENDATIONS</b> and Call for <b>AMENDMENTS</b> For <b>ACTION</b> by Category 1, 2, and 3 Societies	20 August 2022	20 November 2022
8	<b>BIOGRAPHIES OF NOMINEES TO THE BOARD OF TRUSTEES</b> For <b>INFORMATION</b>	20 August 2022	n/a
9	Call for <b>LEAD DELEGATES</b> representing Societies (identifying delegation leaders). Note: <b>YOUR SOCIETY WILL NOT BE ABLE TO VOTE IF THIS IS NOT RETURNED BY THE DEADLINE</b> . For <b>ACTION</b> by Category 1, 2, and 3 Societies	20 November 2022	18 January 2023
10	Call for <b>REQUESTS FOR PROXY VOTING</b> arrangements For <b>ACTION</b> by Category 1, 2, and 3 Societies	20 November 2022	1 February 2023
11	Conference <b>INFORMATION AND REQUEST FOR GREETINGS</b> For <b>INFORMATION</b>	20 November 2022	n/a
12	<b>POSTAL VOTING FOR AREA PRESIDENT OPENS</b> For <b>ACTION</b> by Category 1, 2, and 3 Societies	1 February 2023	1 May 2023
13	<b>AMENDMENTS TO RESOLUTIONS AND RECOMMENDATIONS</b> and Constitutional Amendments (if any). For <b>INFORMATION</b>	1 February 2023	n/a
14	<b>MAIL OUT TO ALL REGISTERED DELEGATES</b> Information and attendance pack	January 2023	n/a