



CIRCULAR 10/2007
April 2007

TO: Presidents, CIRs and Secretaries of National Federations and Associations
FROM: IFUW Headquarters
SUBJECT: 2nd Call for IFUW Standing Committees 2007-2010

The IFUW Board of Officers is issuing a second call for nominations for Convener of the Committee for the Award of International Fellowships and Member of the Resolutions Committee, because there are not enough candidates for these positions.

Deadline for nominating candidates: 23 June 2007
Nomination forms are available at www.ifuw.org/nominations

Position Descriptions:

Convener of the Committee for the Award of International Fellowships

The Committee reviews applications for IFUW fellowships and grants and selects the candidates to be recommended to the IFUW Board of Officers to receive awards (Members are expected to assess between sixty to one hundred applications per competition); advises Council on any special policy questions and conditions governing awards; and helps promote sponsorship and donations.

This Committee does not meet; it carries out all of its work electronically. The Convener is responsible for coordinating the competitions, liaises with IFUW Headquarters on the process and administration of the awards and makes decisions concerning any project changes proposed by recipients. In addition, the Convener is a member of both Conference and Council, which she is expected to attend.

Member of the Resolutions Committee

The Committee oversees the call for submission of resolutions that form IFUW policy; receives proposed resolutions, encourages joint submissions, checks for conformity in structure and wording and prepares final versions of resolutions for circulation to national affiliates during the Conference, works with staff to assemble a consensus document; between Conferences, works closely with the Status of Women Committee, the Special Committee for Project Development and the IFUW UN Representatives in relating the resolutions to the triennial theme and encouraging and assisting implementation of the resolutions by IFUW UN representatives and national affiliates.

Committee Members should have knowledge of international issues and experience in drafting and implementation of resolutions.

Requirements

All candidates for standing committees must be a member of an IFUW national federation or association. Associate member federations and associations and associate members do not have the right to nominate candidates, but their members may be nominated by an NFA in another country.

Candidates should have

- leadership or governance experience and recent experience related to the position for which they are proposed – see the description of functions in the [Instructions for Candidates](#); candidates for Fellowships Convener must have considerable experience assessing academic proposals and good organizational skills;
- a working knowledge of English (the working language of the Board and Committees);
- a **commitment** to attend **all** meetings of the group for which they are nominated and to work regularly throughout each year, reading material, preparing reports and corresponding by email in a prompt, timely manner; and
- regular access to email.

NFAs may propose as many candidates as they wish from any of IFUW's 81 national affiliates, but not more than one candidate from an NFA for the same committee. IFUW Headquarters will inform national federations and associations if any of their members are nominated by another NFA.

Procedure

To nominate one or more candidates, a national federation or association must

1. Obtain the consent of each candidate it wishes to nominate;
2. Complete the [nominations form](#) and return it to IFUW Headquarters **no later than 23 June 2007**;
3. Give each candidate a copy of this circular.
4. Ensure that each candidate completes and returns the [biographical data form](#) and a photograph to IFUW Headquarters **no later than 23 June 2007**.

Lists of candidates

Lists of candidates already nominated for the IFUW Board of Officers and Standing Committees, along with their biographical information, can be viewed at <http://www.ifuw.org/nominations/nominations.htm>.

Appointment of Candidates

The Committee for the Award of International Fellowships and the Resolutions Committee will be appointed by the Board of Officers and announced during the Conference.

Meeting Schedule and Financial Remuneration

The Fellowships Committee works exclusively by correspondence and does not meet. The Fellowships Convener will receive a travel grant of 50% of the return economy airfare for attending the 90th Council in 2010.

The Resolutions Committee will meet once in the triennium, at the time of the 30th IFUW Conference in 2010. Members receive a travel grant of 50% of the return economy for attending this meeting. There is no allowance for living expenses (accommodation and meals).