



March 2009

## Call for Candidates for the 2010-2013 Hegg Hoffet Committee

The IFUW Board of Officers invites national federations and associations (NFAs) to suggest qualified candidates for the Hegg Hoffet Committee for 2010-2013.

The Hegg Hoffet Committee is a special committee of IFUW. Its purpose is to allocate and promote grants offered through the IFUW Hegg Hoffet Fund for Displaced Women Graduates. The mandate of the Committee is to encourage national federations and associations to propose, identify and liaise with possible beneficiaries; to publicize grant availability to refugee aid associations and other women's organizations; to allocate grants to eligible displaced women graduates; to correspond with grantees to follow their progress; and to prepare publicity material and develop strategies to solicit funds from NFAs and their members, as well as other potential donors.

### QUALIFICATIONS NEEDED

- an interest in international issues, particularly as they pertain to refugees
- the ability to liaise closely with NFAs and refugee organizations for purposes of publicity and fundraising, identifying candidates, and arranging moral support for recipients in their host countries
- a willingness to work on fundraising projects, such as conference boutiques
- the ability to work in a team and willingness to take responsibility for an allocated portion of work
- leadership experience if being suggested for the role of convener
- a working knowledge of English (the working language of IFUW)
- regular, reliable access to email and a **commitment** to work regularly throughout each year, reading material, preparing reports and corresponding by email in a prompt, timely manner

### TRAVEL GRANT POLICY

The Hegg Hoffet Committee normally meets once in the triennium, at the time of the Conference. Committee members receive a travel grant of 30% of the cheapest available return economy airfare. The Convener receives a travel grant of 50%. There is no allowance for accommodation or meals.

### APPOINTMENT PROCESS

- The new Board of Officers will appoint a convener and two members of the Committee during the 30<sup>th</sup> IFUW Conference in Mexico City in August 2010.
- NFAs that wish to suggest a qualified candidate must first obtain the consent of the candidate and then send an email providing the candidate's full name and email to [noms@ifuw.org](mailto:noms@ifuw.org) **no later than 1 May 2010**.
- NFAs should give each candidate a copy of this sheet and ensure that each candidate completes and returns the applicable [biographical data form](#) and a photograph to [noms@ifuw.org](mailto:noms@ifuw.org) **no later than 1 May 2010**.