



## IFUW Candidate Instructions

### BIOGRAPHICAL DATA

- Each candidate must complete a biographical data form in English. Extracts from this information will be posted on the IFUW website. No personal contact information will be published.
- There is a different form for the Board of Officers and each of the committees. These may be downloaded from <http://www.ifuw.org/nominations/candidates.shtml>.
- Adobe Acrobat Reader software is needed to complete the forms. A free version of the software is available from <http://get.adobe.com/uk/reader/>. In case of problems, contact [noms@ifuw.org](mailto:noms@ifuw.org).
- If standing for both the Board of Officers and a committee, you must complete a form for each one.
- The completed forms must be sent to [noms@ifuw.org](mailto:noms@ifuw.org) no later than 5 February 2010.
- Candidates must also send a small, colour **passport-size photograph** to [noms@ifuw.org](mailto:noms@ifuw.org). Photos should be in a jpg format, preferably with a 150 resolution.

### DECLARATION

- The declaration at the end of the biographical data form summarizes the key obligations of elected and appointed leaders. To validate your nomination, you must type or write your name in the box following the declaration, confirming your willingness and ability to meet these obligations.
- Before signing, you should carefully read the [board and committee descriptions](#) and the travel grant policy at the end of this document.

### PRESENTATION OF CANDIDATES

- The final lists of candidates and the information from the biographical data forms will be posted on the IFUW website in February 2010. **Candidates who have not submitted their form by 5 February 2010 will be omitted from this list and will not be eligible for election or appointment.**
- Candidates for IFUW President will each be given five minutes to address the 30<sup>th</sup> IFUW Conference in Mexico City; candidates for Vice-President and Treasurer will each be given three minutes. Candidates for IFUW committees will be introduced, but will not be given time to speak.

### ELECTION AND APPOINTMENT OF CANDIDATES

- Elections will take place during the 30th IFUW Conference in Mexico City.
- The Board will be elected by the delegates to the 30th Conference. National affiliates unable to be represented in Mexico City will be able to vote for the Board in advance by postal ballot.
- The Finance Committee, Membership Committee and the Status of Women Committee will be elected during the Conference by Members of the 91st Council. The Assistant Treasurers will be appointed by the 91st Council.
- 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.

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International Federation of University Women

Fédération Internationale des Femmes Diplômées des Universités

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## **POLICY ON CAMPAIGNING**

It is IFUW's established policy and practice that there should be no campaigning in support of candidates or by the candidates themselves.

## **MEETINGS AT CONFERENCE**

- The new Board of Officers and committees will hold informal meetings during the 30<sup>th</sup> Conference in Mexico City.
- The new Board of Officers and the Status of Women Committee will also meet for a full day following the Conference on 12 August 2010.
- No travel grants will be given for these. Those unable to attend will receive the minutes.

## **MEETINGS DURING THE TRIENNIUM**

- The Board of Officers meets annually for 6-7 days, normally in Geneva in February or March. It also meets immediately prior to the Conference.
- The Finance Committee meets annually for 3-4 days, normally in Geneva in February or March.
- The Status of Women Committee and Membership Committee normally meet twice in the triennium for 3-4 days, either twice in Geneva in February or March or once in Geneva and once immediately prior to the Conference. The first meeting will be in 2011.
- The Resolutions Committee and Hegg Hoffet meet once at the time of the Conference.
- The Fellowships Committee does not hold a physical meeting, but instead works electronically.
- Board Members, Assistant Treasurers and Conveners are expected to attend Council and Conference, for which they receive travel grants. Committee Members are encouraged to attend Council and Conference, but only receive a travel grant if their respective committee is officially meeting at the same time.

## **TRAVEL GRANTS**

- Travel grants for scheduled meetings during the triennium are paid at the following rates:

Committee Members	30%
Conveners	50%
Board and Assistant Treasurers	90%
- Grants are based on the costs of the cheapest possible means of transport to the place of the meeting from the home town or place of residence at the time of the meeting, whichever is less expensive. Advantage should be taken of any excursion tickets or other special fares which could apply without causing undue hardship. Visa costs up to 100 CHF will also be reimbursed.
- Grants are based on full participation in a scheduled meeting. If a person arrives late or departs early, her travel grant will be reduced proportionately.
- No allowance for accommodation or meals is given, except for the President, whose accommodation is paid.

*Note: The rules for the election and appointment of the IFUW Board and Standing Committees can be found in IFUW Constitution Article VII and By-laws 4, 13, 22, 23, 26, 27 and 30.*