



Board and Committee Descriptions

- The working language of the Board of Officers and all committees is English. A working knowledge of this language is essential.
- Candidates should be prepared to participate fully in all physical and virtual meetings of the bodies for which they are proposed.
- Candidates should also be prepared for a full schedule of work between meetings, primarily via e-mail.
- The workload for Board Members and Conveners is especially heavy and requires at least five hours per week.
- Candidates must have the skill and knowledge necessary to work effectively via e-mail and must have regular access to the Internet.
- It is of the greatest importance that each candidate has enthusiasm and practical experience in the field of work of the body for which she is proposed as well as international experience or knowledge of global issues and international organizations.

BOARD OF OFFICERS

President, four Vice-Presidents and Treasurer

- work as a team to implement the policy decisions of the Conference and Council
- act on behalf of IFUW between the meetings of the Conference and Council
- advise Conference and Council on policy and future action
- prepare the strategic plan of action and oversees its implementation
- initiate and implement special programmes and projects
- oversee the ongoing financial, legal, programme and administrative work of the Federation
- organize meetings of Council and Conference, including programme
- supervise staff
- authorize publications, printed and electronic documents
- write report, reviews and revise IFUW documents
- set policy and prepares and approve material for the IFUW website
- receive, consider and act upon the recommendations of the standing and special committees
- represent the Federation at international, regional and national meetings

Each Board Member is assigned a specific portfolio and is assigned to serve on one or more committee. She attends scheduled committee meetings when possible and participates in the committee's work between meetings, receiving all relevant committee correspondence and responding appropriately. The President is an ad hoc member of all committees. Board Members also receive individual enquiries within their respective area(s) of expertise.

Each Board Member should have a thorough knowledge of IFUW and how it works, as well as previous experience in leadership/governance, interaction with international bodies or a good understanding of the United Nations (UN) system and IFUW's consultative status with the UN and its specialized agencies. It is especially important that the President has prior IFUW experience.

Full terms of reference: <http://www.ifuw.org/nominations/tor/board.doc>

International Federation of University Women

Fédération Internationale des Femmes Diplômées des Universités

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COMMITTEE CONVENER

- coordinates the work of her respective committee
- establishes a team dynamic and ensures that members of the committee are included in all items of discussion, particularly those that lead to interaction with other committees and the Board or that affect matters of substance
- assigns tasks to individual committee members, in consultation with the committee as a whole
- leads the electronic work of her group throughout the year
- ensures that all assignments are completed within established deadlines
- prepares the agenda and background information for all committee meetings
- submits written reports at appropriate intervals to the Board and Council on the activities of the committee and its programme of work
- communicates regularly with her committee members, the board liaison, IFUW headquarters, other committee conveners and IFUW representatives to the United Nations when appropriate
- helps prepare material for the IFUW web site
- attends Council Meetings

COMMITTEE MEMBERS

- participate fully in the work of her committee throughout the triennium
- attend all physical and virtual meetings of her committee
- complete all assignments within established deadlines
- participate fully in all electronic consultations
- correspond regularly with the convener and other committee members
- prepare written reports and material for the IFUW website

FINANCE COMMITTEE

Assistant Treasurer in Switzerland, Assistant Treasurer in Canada and two members

- advise on all IFUW financial policy and administration
- advise on the preparation of annual estimates for the approval of the Council
- supervise the annual expenditure of IFUW and the use and investment of its funds
- are responsible for ensuring that the expenditure of IFUW remains within the terms of the budget approved by Council

Members should have solid experience and ability in financial management, but it is not necessary that they actually be employed in financial work by profession. Members need a combination of practical capacity, ability to examine suggestions bearing in mind cost/benefit, and a forward-looking attitude to the Federation's work and the work of non-governmental organizations in general.

The two Assistant Treasurers are nominated by national federations or associations in the country of IFUW headquarters and the country of the largest affiliate, currently Switzerland and Canada.

The Assistant Treasurers are responsible for managing IFUW investments in consultation with the Finance Committee. In addition, the Assistant Treasurer in Switzerland is responsible for supervising staff work with regard to income, expenditure, and investments, drawing up the budget in consultation with the Treasurer and the Secretary General. She is the first one to be consulted on financial issues.

Full terms of reference: <http://www.ifuw.org/nominations/tor/finance.doc>

MEMBERSHIP COMMITTEE

Convener and four members

- advise the Council on membership policy and the admission of new affiliates
- promote membership growth
- initiate programmes to strengthen and support existing national affiliates
- prepare membership resource materials
- organize training workshops
- encourage the formation of new groups of graduate women and reviews all applications for affiliation
- provide guidance to new and established national affiliates on the development of sound organizational structures and practices
- provide advice in drawing up constitutions and examines the constitutions of associations applying for membership to ensure that they meet IFUW requirements
- examine proposals for amendments to constitutions and by-laws of affiliated NFAs

Members should have prior experience in membership development, organizational development and structure, and an interest in mentoring new and existing groups of graduate women. Experience with running workshops, creative thinking and some background in development of constitutions would be an asset.

Full terms of reference: <http://www.ifuw.org/nominations/tor/membership.doc>

STATUS OF WOMEN COMMITTEE

Convener and five members

- plan and promotes programmes that carry out the purposes, projects and resolutions of IFUW
- liaise with IFUW's representatives to international and inter-governmental bodies
- facilitate the development of the programme for action
- develop a conceptual outline and implementation guidelines for national affiliates' study and advocacy action
- prepare resource and website material
- work in close cooperation with IFUW's representatives to the United Nations, IFUW national federations and associations and regional groups to promote projects and activities at the national and local level
- coordinate the interdisciplinary seminars and workshops at IFUW Conferences
- highlight projects and triennial theme activities showing best practice, both through the Conference and IFUW printed and web material

Members should possess expertise in some or all of the following areas: familiarity with current issues and research on the status of women, knowledge of the workings of the United Nations and other international organizations, including experience with the Commission on the Status of Women; experience in organizing workshops or seminars; ability and willingness to research and prepare resource material, network creation and support.

The Convener of the Resolutions Committee serves as an *ex officio* member of this committee.

Full terms of reference: <http://www.ifuw.org/nominations/tor/swc.doc>

COMMITTEE FOR THE AWARD OF INTERNATIONAL FELLOWSHIPS, GRANTS AND OTHER AWARDS

Convener and three members

- review applications for IFUW fellowships and grants and select the candidates to be recommended to the Board to receive awards
- advise Council on any special policy questions and conditions governing awards
- promote sponsorship and donations

This committee does not meet in person; it carries out all of its work electronically. Members are expected to assess between sixty and one hundred applications per competition. One competition is held per triennium. Members should have prior experience in the evaluation and selection of research or study project proposals.

Full terms of reference: <http://www.ifuw.org/nominations/tor/fellowships.doc>

RESOLUTIONS COMMITTEE

Three to five members

- oversee the call for submission of resolutions that form IFUW policy
- receive proposed resolutions and encourage joint submissions
- screen all proposed resolutions to ensure that they are in line with IFUW's purposes, are not redundant and do not conflict with existing policy
- check for conformity in structure and wording and prepare final versions of resolutions for circulation to national affiliates
- during the Conference, work with staff to assemble a consensus document
- between Conferences, work closely with the Status of Women Committee, the Special Committee for Project Development and the IFUW representatives to the United Nations in relating the resolutions to the triennial theme and encouraging and assisting implementation of the resolutions by IFUW representatives to the United Nations and national affiliates

Members should have knowledge of international issues and experience in drafting and the implementation of resolutions. The Convener serves as an *ex-officio* member of the Status of Women Committee.

Full terms of reference: <http://www.ifuw.org/nominations/tor/resolutions.doc>

See also

IFUW Board and Committee Roles and Travel Grants

<http://www.ifuw.org/tor/roles.doc>