



International Federation of Social Workers – European Region

Delegates Meeting for IFSW Europe e.V.

Vienna, Austria, 6-8 September 2019

2019. Nomination of candidates for IFSW Europe Regional Executive Committee.

Deadline: 22 August 2019

(It will be possible to nominate people on the day of the election at the Delegates Meeting)

To: Member Organisations of IFSW European Region

CC: IFSW European Regional Executive Committee

The IFSW European Region will hold its next delegates meeting in Vienna, Austria on September 6-8. At this meeting one executive committee member and the treasurer are to be elected, each for a period of two years. (It should be noted that there is an amendment to the by laws that will be voted on at the delegates meeting to extend the term of the treasurer to 4 years. If this is approved, it will take effect immediately for the treasurer elected at this meeting).

In addition, two deputy members of the Executive Committee shall be elected for one year. (see Bylaw 7, The Bylaws of IFSW Europe e.V.).

Functions:

- 1. The executive committee member is expected to take on roles and responsibilities based on the work program approved at the delegates meeting as well as any additional functions as needed. He/She is expected to attend the executive meetings held before and after the delegates meeting as well as one additional face to face meeting each year as well as periodic Skype meetings, as required.*
- 2. The treasurer is an executive committee member, as well as the treasurer. Therefore he/she has all the responsibilities listed above. In addition, the treasurer is responsible for the financial well-being of the organization. This includes preparing invoices, collecting fees, preparing the annual budget, preparing the material for the annual audit, tracking expenditures and income, accessing the bank account to reimburse approved expenses, etc. The treasurer should have managerial experience in preparing and following budgets and computer literacy to be able to access and carry out transfers in the bank account through the internet.*
- 3. The deputies will replace any executive member who is unable complete their two year term.*

This document provides guidance about the nomination process and information about the role of Executive Committee members.

We are now calling for nominations for two executive committee members (one of which is the position of treasurer) and two deputy members, to be elected at the Delegates Meeting in Vienna.

There will be one vote for the position of executive committee member and deputies and a second vote for the position of treasurer. In the vote for the executive committee member, the candidate with the highest number of votes will be the member and the second and third highest votes will be the deputies.

Whilst it will be possible to nominate people on the day of the election at the delegates meeting, the executive committee encourages candidates to be nominated in advance. Candidates who are nominated by their organisation before the **deadline 22 August 2019** will have their papers distributed to all members.



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Your organisation is hereby invited to nominate a candidate for either the position of executive member or treasurer. The nominee must be a member of your organisation.

It is a convention that each association can nominate only one person.

The member organisations are invited to nominate by sending three documents:

1. A nomination including the written consent of the nominee (see the Nomination Form below),
2. a CV for the candidate, and
3. a short election statement [maximum 300 words in English, French or Spanish].

Please send all 3 documents to Teodora Dobre, IFSW Europe Honorary Secretary: europe.ifsw@ifsw.org.

We ask you to send nominations by e-mail if at all possible. If you want the nomination distributed please be sure they are received by 22 August, no matter how you forward the nomination.

We do also require a formal signed nomination, but this can be handed in at the Delegates Meeting, before the election.

European Regional Executive Committee A general guidance for Member Organisations and Candidates

According to the Articles of IFSW Europe e.V., the executive committee consists of *six members*:
The President of the European Region;
The Vice-president of the European Region;
The European treasurer;
Three members at-large.

The President of the Region and the Vice-president [representing Europe] elected at the global General Meeting are members of the Executive Committee.

Term of office: *The president and the Vice-president serve for 4 years.*

The treasurer and the additional three at-large members are elected by the European delegates meeting. Two are elected in even years and the two others in uneven years.

Term of office: The Executive Committee members elected at the Delegates Meeting is 2 years (bylaw 7).

Two deputy members of the Executive Committee shall be elected by the Delegates Meeting at *every ordinary Delegates Meeting*. Deputies are these two candidates for the Executive Committee, who obtain the third and fourth highest number of votes. The one with the third highest number of votes is the first deputy member.

Term of office: The deputy members serve for one year (bylaw 7).

Executive Committee functions

According to the Articles, the functions of the Executive Committee are:

- a) to work in accordance with the work programme decided by the Delegates Meeting.
- b) to establish within the budget a secretariat with staff needed to handle the affairs of IFSW Europe e.V..
- c) to prepare the budget to be approved by the Delegates Meeting.
- d) to revise the budget annually and present it for ratification to the Delegates Meeting.



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- e) to prepare an annual report to be circulated to all member organisations before the Delegates Meeting.
- f) to report to and keep the Global Executive informed of the work and activities of the European region.

In practice the Executive Committee is responsible for implementing the work programme approved by the Delegates Meeting and for taking forward the work of the Region between Delegates Meetings.

Members of the Executive Committee will have lead responsibility for sections of the work programme and for taking forward areas of work agreed with the Executive Committee which are defined on the Executive Members Work Portfolio's paper. As the Region has no budget for paid staff, Executive Committee Members are expected to continue work between Delegates and Executive Committee meetings.

The Executive Committee usually meets two times a year, including once before and once after the Delegates Meetings. Most work is undertaken by e-mail and through monthly web meetings. **The working language is English.**

Deputy members of the Executive Committee

The By-laws define the position of the deputies: If a member of the Executive Committee is elected for President of IFSW Europe or the Vice-President at the General Meeting, the deputy member takes the seat vacant until next Delegates Meeting. In case of an Executive Committee member's retirement or long-term absence, the deputy member shall take that member's place until next Delegates Meeting or until the absent person returns.

Financial assistance for Executive Committee Members

There is limited financial assistance for Executive Committee Members. This includes the cost of essential travel to meetings, such as airfares, trains and buses. Hotel costs and meals are also paid. There are no funds to support office costs, but essential phone and fax calls can be paid. Receipts are required for all claims.

Deputies are paid their expenses at the moment they take a vacant seat of the Executive Committee or in other ways are involved in the work of the Executive Committee.

Election Committee and the procedure of election

The President of the Region in cooperation with the Election Officer inform the Member organisations through this document about the guidance and procedure for the upcoming election at the Delegate Meeting.

In Bucharest, 2018 the Delegates Meeting approved the appointment of Ruth Allen (UK) as Election Officer. The Election Officer will have responsibility for overseeing the election, this includes to determine the eligibility for election of the persons nominated with prior approval of their member organisation. This according to the IFSW Constitution, the Bylaws and the Articles and Bylaws of IFSW Europe e.V.

Member organisations are invited to submit nominations **by 22 August, 2019**. Information about persons nominated by this date will be distributed to member organisations.

The Member Organisations elects the members of the Executive Committee from the persons nominated and approved by the Election Officer at the Delegate Meeting. Those elected will secure the greatest number of votes.

Voting will be in accordance with the IFSW Constitution, the Bylaws and the Articles and Bylaws of IFSW Europe e.V., namely one vote for each country [co-ordinating body or member organisation].



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Decisions of the Elections Officer will be final, unless overturned by three quarters of the present member organisations.

Further information

Any member organisation or individual who wishes to discuss any matter arising from this briefing or to consider a nomination is invited to contact Ana Radulescu, President of IFSW Europe: europe.ifsw@ifsw.org or Ruth Allen (election officer) ruth.allen@basw.co.uk.
If you wish to have a Skype conversation, please e-mail your request and contact.

We wish to encourage nominations and are happy to discuss questions in advance.

IFSW Europe
(International Federation of Social Workers- Europe e.V.)
Email: europe.ifsw@ifsw.org
www.ifsw.org/europe



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**Nomination of candidates
for IFSW European Regional Executive Committee
NOMINATION FORM**

Name of candidate

Country

Address

.....

E-mail address

Nominating organisation

Positions held in nominating organisation

.....

.....

Candidate

I agree to be nominated for the post of Executive Committee Member in IFSW Europe e.V. and confirm that I am a member in good standing of the IFSW member organisation which is nominating me

Signature

Date

Nominating organisation

I hereby nominate the above individual for the post of Executive Committee Member and confirm s/he is a member in good standing of this organisation. I am authorised to make this nomination on behalf of the organisation.

Signature

Position in IFSW member organisation

Organisation

Date

Please also send a CV for the candidate and a short election statement [maximum 300 words]. This should be sent with this nomination form to Teodora Dobre [Honorary Secretary of IFSW Europe] europa.ifsw@ifsw.org

Whilst it will be possible to nominate people on the day of the election at the Delegates Meeting, nominations shall preferably be sent by e-mail by August, 2019.

A formal, signed document must also be received, this can be handed in at the Delegates Meeting 2019 in Vienna before the election.