**Item 3.1**

**Delegates Meeting Lisbon 25-27 October 2024**

**Call for nomination of candidates for IFSW Europe Regional Executive Committee October 2024 - 2026**

To: Member Organisations of IFSW European Region

CC: IFSW European Regional Executive Committee

Dear IFSW Europe Member

The next IFSW Europe Delegates’ Meeting will be held in Lisbon, Portugal 14:00 25th – 12:00 27th October, 2024. You will soon receive more information about our venue, hotel and travel information and the draft agenda.

At this October meeting we will elect three people to fill vacancies on the IFSW Europe Executive Committee.

*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.).* These are important additional non-voting deputy members of the Committee.

We encourage all member associations to consider this opportunity to nominate members for the Executive Committee and to disseminate information within your associations as appropriate. All details needed by candidates and nominating organisations are available below, including the nomination form.

Best wishes

Ruth Allen

IFSW Europe President

**IFSW Europe Executive Committee Elections 2024**

**Information for candidates and nominating associations**

**The deadline for completed nominations forms to be sent to** [**europe@ifsw.org**](mailto:europe@ifsw.org) **is 17:00 CEST 24th October 2024**

*We encourage all potential candidates to submit their nomination papers by the deadline. It will be possible to take nominations the first day of the Delegates’ Meeting only if all administrative requirements are fulfilled and there is majority agreement of the meeting to accept late nominations. Candidate papers that are in order and received by 17:00 on 24th October will be disseminated to all delegates by the start of the meeting.*

**The Role – information from our constitution and by-laws**

*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 additional face to face meetings each year as well as periodic online meetings, as required.*

*The deputies will replace any executive member who is unable complete their two year term.*

**We are now calling for nominations for three executive committee members and two deputy members, to be elected at the Delegates Meeting.**

There will be one vote to fill three executive committee member and two deputy roles. In the vote for the executive committee members, the candidates with the highest number of votes will be the members and the fourth and fifth highest votes will be the deputies.

**Your organisation is hereby invited to nominate a candidate. 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 written nomination including the written consent of the nominee using the Nomination Form below
2. a CV for the candidate, and
3. a short election statement from the candidate [maximum 300 words in English, French or Spanish].

**Please send all 3 documents to Teodora Dobre, IFSW Europe Honorary Secretary:** [europe.ifsw@ifsw.org.](mailto:europe.ifsw@ifsw.org.) **by the deadline**

**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 17:00 24th October, 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**

**Background information and 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:

1. to work in accordance with the work programme decided by the Delegates Meeting.
2. to establish within the budget a secretariat with staff needed to handle the affairs of IFSW Europe e.V..
3. to prepare the budget to be approved by the Delegates Meeting.
4. to revise the budget annually and present it for ratification to the Delegates Meeting.
5. to prepare an annual report to be circulated to all member organisations before the Delegates Meeting.
6. 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 06 April 2020.** 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].

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](mailto:europe.ifsw@ifsw.org) or Ruth Allen (election officer) [ruth.allen@basw.co.uk](mailto: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](mailto:europe.ifsw@ifsw.org)

[www.ifsw.org/europe](http://www.ifsw.org/europe)

Nomination of candidates

for IFSW European Regional Executive Committee

**NOMINATION FORM**

Name of candidate …………………………………………………………

Country …………………………………………………………

Address …………………………………………………………

…………………………………………………………

E-mail address …………………………………………………………

Nominating organisation …………………………………………………………

Current position/s held in nominating organisation …………………………………………………………

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**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] [europe.ifsw@ifsw.org](mailto:europe.ifsw@ifsw.org)

Whilst it will be possible to nominate people on the day of the election at the Delegates Meeting, nominations shall preferable be sent by e-mail by 17:00 CEST on 24th October 2024.

A version of the nomination form with the candidate’s signature must also be received. This can be handed in at the Delegates Meeting 2024 before the election.