

Nominations Information

19th General Assembly, 20 March 2024

Introduction

ICVA invites member organizations to nominate qualified candidates to stand for election to the ICVA Board.

In accordance with the [ICVA Statutes](#), the Board is comprised of nine (9) elected members, plus two co-opted members. Board members are elected by the general assembly of members, and from these elected members the Chair will be chosen. The elections are scheduled to take place at the General Assembly on 20 March 2024. There will be online voting for those not able to attend in person.

The Nominations package includes:

- [Call for Nominations](#)
- [Nominations Information](#)
- [Board Role Descriptions](#)
- [Nominations Form](#)

Nominations

- Each ICVA member organization may submit only one nomination.
- ICVA Affiliates and Observers may not nominate a candidate nor vote in the elections.
- We encourage nominations that reflect the diversity of our membership, considering factors such as organizational size, focus (operational and/or advocacy), faith-based or secular, national or international NGO or an NGO Fora, geographical regions, and gender. We also encourage nominations at CEO or Director level of member organizations.
- Candidates should also indicate if they are interested in standing as Chair, if elected to the Board.

Criteria of Candidates

- Candidates must be **representatives of ICVA member organizations in good financial** standing (i.e. up to date with 2023 membership fees).
- **Relevant experience:** Committed to the humanitarian sector with a deep understanding of the challenges and opportunities present in today's humanitarian landscape.
- **Strategic vision:** Committed to advancing the principled and effective humanitarian action.
- **Diversity and inclusion:** Represent the diversity of organizations within our membership, such as size, focus ((operational and/or advocacy), faith-based or secular, national/ international, geographic location, and gender diversity.
- **Leadership skills:** strong leadership skills and ability to work collaboratively with other board members. Specifically targeting individuals in senior leadership roles within member organizations at CEO / Director level.
- **Time commitment:** Availability to commit sufficient time to fulfil board responsibilities, attend meetings and actively contribute.

Role of Board Members

- The Board has overall responsibility for the governance of ICVA in between General Assemblies.
- The Board ensures ICVA adheres to its mission and provides leadership and governance on policy, strategy and the annual budget. Day-to-day operations are managed by the Executive Director and the staff team.
- Please see the [detailed role descriptions](#) for Board members, Chair, Vice-Chair, Treasurer and the Human Resources Focal Point.

Commitment involved in serving on the Board

- Members of the Board serve a three-year term.
- Board members are expected to attend four annual Board meetings, usually two in-person meetings in Geneva, and two through video conferencing, with regular communication via email on critical matters. The meetings are conducted in English.
- The Board accomplishes much of its work through specialized committees. These committees are entrusted delegated responsibilities providing recommendations for Board deliberation and action. Board members are expected to actively participate in one of the three committees: Membership, Finance & Admin, Policy, Programme and Advocacy. Typically, committees convene virtually four times a year or as necessitated by the ongoing work.
- Board members will not receive financial compensation for their work and contributions to the ICVA.

Process for submitting a nomination

- Complete the nominations form with information about the organization, its profile, motivation for standing and nominee details.
- Candidates to indicate if they intend to run for Chair, which will be voted for on 20 March 2024.
- Only one candidate per ICVA member organization.
- Nominations form to be signed by head of organization.
- Submit the completed nominations form nominations@icvanetwork.org
- Closing date for nominations 15 February 2024.

Presentation of the candidates

- Information about the candidates will be shared prior to the General Assembly and made available on the ICVA website.
- Candidates will also be asked to prepare a short video that will be made available on the ICVA website prior to the General Assembly.
- Candidates will be expected to attend the General Assembly at their own cost. Limited sponsorship may be available.

Voting

- The Nominations Committee oversees the elections of the Board and Chair to ensure a transparent and due process.
- ICVA members have one vote and must notify ICVA of their representative at the General Assembly for voting rights.
- ICVA affiliate and observer members cannot vote.
- Only ICVA members in good financial standing can vote.
- At least 15 days prior to the General Assembly, members will receive the list of candidates with a profile on each candidate.
- The elections will be held in March 2024 with online voting.
- The Board election results will be announced at the General Assembly on 20 March 2024.
- The Chair is elected from the newly elected Board by those present at the General Assembly.

Timeline

13 December 2023	<p>Call for Nominations open</p> <ul style="list-style-type: none"> - Nominations package shared with members. - You must be a current ICVA member to be eligible to nominate a candidate to participate in the elections.
15 February 2024	<p>Deadline to submit nominations</p>
15-29 February 2024	<p>Verification of Candidates</p> <ul style="list-style-type: none"> - Candidates' eligibility checked, and their profiles and videos collected.
1 March 2024	<p>List of Candidates.</p> <ul style="list-style-type: none"> - Nominations Committee will communicate the list of candidates to the membership. The candidates' profile will be available online.
14-20 March 2024	<p>Voting will commence.</p> <ul style="list-style-type: none"> - Members will have one vote per organization. Voting will be online.
20 March 2024	<p>ICVA 19th General Assembly</p> <ul style="list-style-type: none"> - New Board announcement. The new Board will be formally announced at the General Assembly. - Presentation of Candidates for Chair. The nominations committee will present the candidates for Chair from the newly elected board members. - Election of Chair. The members attending the General Assembly will elect the chair, casting their votes online. - New Chair announcement. The new ICVA Board Chair will be formally announced at the General Assembly.
20 March 2024	<p>Board meeting</p> <p>At the conclusion of the General Assembly, the new Board will convene to determine positions held by the Board members and set meeting dates. Attendance of new Board members must be in-person in Geneva.</p>