



WAGGGS



WAGGGS COMMITTEES 2021-2023

NOMINATIONS PACK

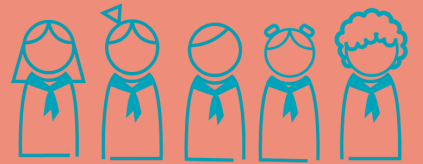
**INTRODUCTION
FROM THE CHAIR OF
THE WORLD BOARD**



NOMINATION PROCESS

**AUDIT,
FINANCE
& RISK
COMMITTEE**

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CONDUCT**



**PEOPLE
COMMITTEE**





INTRODUCTION FROM THE CHAIR OF THE WORLD BOARD

Dear friends,

Volunteering is at the heart of our Girl Guide and Girl Scout Movement.

I am therefore excited to share with you this call for volunteers to serve in the WAGGGS Global Team as a member of one of our committees. We are looking for volunteers to serve on our Audit, Finance and Risk Committee; Governance Committee; Nominations Committee; and our newly established People Committee, for the triennium 2021-2023.

WAGGGS committee members are part of a passionate team of volunteers and staff, all doing the best they can to support a thriving and growing Movement. As a member of a WAGGGS committee individuals have the opportunity to learn from others, be exposed to new ideas and situations, and make new friends from around the world. Their commitment and contribution to the team matters to all the people the Movement reaches.

Working as part of a WAGGGS committee is a challenging but rewarding experience. You will need to explore different perspectives and be open to changing your own, practicing the WAGGGS Leadership Mindsets of leading yourself; leading relationships; leading in context; leading for innovation; leading for girls' empowerment and leading for impact. Leadership in WAGGGS is not about titles, positions, or status. It is about commitment to the core purpose and values of the Girl Guiding and Girl Scouting Movement for the benefit of the Movement. You will be challenged to reflect on your own leadership actions and how they impact the Movement. You will grow as a responsible citizen of the world, celebrating diversity and inspiring a global Movement to collectively reach its fullest potential.

We greatly value the active partnership of our Member Organisations in identifying and nominating talented, versatile and passionate individuals to join the WAGGGS Global Team and serve on our committees. Individuals with the requisite skills and experience must be willing and able to serve a three-year term. A committee member who has served for one term is then eligible for re-appointment for a further term of three years but cannot serve for more than six years consecutively. All volunteers must be available and committed to participating meaningfully and consistently in meetings conducted over the internet and, occasionally, in person. There will also be project work and activities to follow up in between meetings.

We are looking for a diverse team of volunteers who can offer their expertise, skills, energy, ideas and time to support the work of WAGGGS. WAGGGS is dedicated to the active participation of young women in governance and decision-making roles, and we therefore particularly encourage nominations from women between the ages of 18-29.

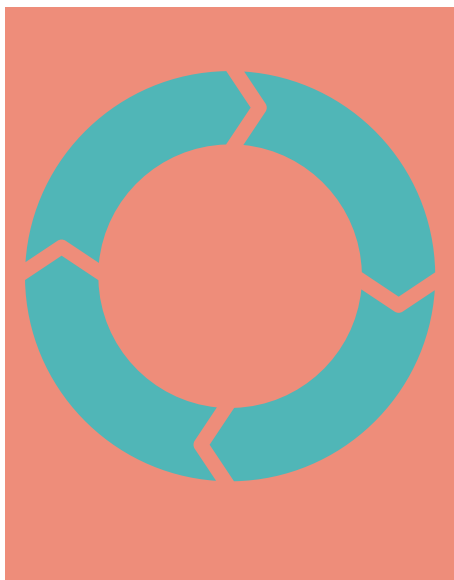
All nomination forms must be completed and returned to governance@waggggs.org by **23.59pm UTC on Sunday 18th April 2021**.

We hope that you will find the information in this pack useful, but if you have any questions, please contact governance@waggggs.org

Many thanks in advance to all those nominating volunteers, and all those standing for nomination! Your efforts are vital to keeping our Movement and our Member Organisations united, thriving and growing!

Yours in Guiding and Scouting,

Heidi Jokinen
World Board Chair



NOMINATION PROCESS

We encourage all Member Organisations to begin thinking now about any of their members who they may wish to nominate. To support this, the following pages contain further details about the WAGGGS committees, their terms of reference and the skills and experience we are looking for.

All Member Organisations may submit the name of one nominee per committee. This nominee may be from within their own Member Organisation or from any other Member Organisation (with the consent of that Member Organisation). Member Organisations are free to consult with each other. Where a Member Organisation is a federation of two or more Associations, it is required to consult with its Component Associations before submitting a nomination. Nominations will only be accepted from Member Organisations, and not directly from Component Associations.

The World Board may also suggest names of possible candidates to Member Organisations for their consideration. The Member Organisation makes the final decision about whether it wishes to nominate the suggested individual.

Nominations will close at 23.59pm on Sunday 18th April 2021 and nomination forms received after this time will not be considered.

Once the deadline for nominations has passed, nominations will be reviewed by the chair and Board Liaison of each committee. Should they have any queries, the chair of the relevant committee may consult with the nominating Member Organisation or the nominee directly to discuss their application.

Volunteers will be selected based on the skills, experience and competencies demonstrated in their nomination form. Appointments will be decided by the World Board and successful candidates will be notified in May 2021. A comprehensive induction will be provided for all committee members.

AUDIT, FINANCE & RISK COMMITTEE



TERMS OF REFERENCE

PURPOSE

- To oversee WAGGGS' financial planning, budgeting and monitoring and make appropriate recommendations to the World Board
- To review matters relating to the control environment and risk management of WAGGGS
- To oversee the annual external auditing process on behalf of the World Board
- To monitor and oversee the financial and general property management of WAGGGS properties
- To monitor and oversee the management of WAGGGS' investments, banking arrangements and any borrowings
- The committee acts on behalf of the whole of the WAGGGS group, including World Centres and all entities registered outside of England & Wales

ACCOUNTABILITY

- The committee is accountable to the World Board
- The chair of the committee shall make periodic reports to the World Board on the work of the committee. These reports will identify any matters where the committee considers that action or improvement is required, advice on better practices relating to the committee's responsibilities and recommendations as to the steps to be taken.



AUDIT, FINANCE & RISK COMMITTEE



TERMS OF REFERENCE

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

The Functions of the committee shall include (but not be limited to)

Financial planning

- In advance of the World Conference, reviewing the budget for the forthcoming triennium and recommending that the World Board presents it for approval by the World Conference
- Reviewing the annual budget in advance of the start of each financial year and recommending its approval by the World Board, ensuring that the latter is adequately appraised of any variations to the triennium budget approved by the World Conference.
- Reviewing and approving ad hoc requests to undertake capital expenditure, in line with the scheme of delegation.

Annual audit and financial reporting

- Agreeing with the external auditors the nature, scope and plan of the annual audit.
- Agreeing the external auditors' annual fee.
- In collaboration with staff, assessing the performance of the external auditors each year;
- Making the decision on when the external audit arrangements should be reviewed or retendered, overseeing the retendering process and making suitable recommendations to the World Board on the appointment of external auditors.
- Annually approving the continued engagement of auditors between tendering processes.
- Monitoring the integrity of the annual financial statements and reviewing significant financial reporting judgements.
- Reviewing WAGGGS' accounting policies and compliance with relevant statutory and regulatory requirements.
- Approving changes/additions related to trademarks and intellectual property rights.
- Reviewing the draft annual trustees' report and financial statements and recommending their approval by the World Board.

AUDIT, FINANCE & RISK COMMITTEE



TERMS OF REFERENCE

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

The Functions of the committee shall include (but not be limited to)

Risk management

- Annually reviewing WAGGGS' risk management framework, policy and procedures.
- Overseeing management's processes for the definition, identification, evaluation and management of risk.
- Confirming to the World Board that "the major risks to which WAGGGS is exposed, as identified by the trustees, have been reviewed and systems have been established to manage those risks".
- Monitoring the implementation of actions included in the corporate risk register each quarter.
- On a quarterly basis, considering changes to the impact and probability assessments of risks in the light of completed actions and/or changed circumstances; and the addition to the corporate risk register of new risks that emerge during the year. Amendments proposed by the committee will be submitted to the World Board for consideration and approval each quarter.

Internal control and fraud

- Considering the external auditor's annual management letter with regards to the adequacy, effectiveness and application of financial controls and WAGGGS' systems of internal controls; reviewing management's responses to any issues raised, agreeing appropriate corrective actions and monitoring their implementation.
- Instructing appropriate parties to investigate instances of material non-compliance with internal control systems, fraud (suspected and actual) and/or financial misdemeanours within or affecting WAGGGS; agreeing and monitoring the implementation of actions and internal control improvements to recover losses and/or prevent recurrences.
- Reviewing and approving WAGGGS' 'whistleblowing' policies and procedures at least once per triennium, and reviewing actions taken in relation to whistleblowing concerns on a quarterly basis.

AUDIT, FINANCE & RISK COMMITTEE



TERMS OF REFERENCE

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

*The Functions of the
committee shall include
(but not be limited to)*

Insurance

- Annually reviewing the adequacy and cost-effectiveness of WAGGGS' insurance cover for property, personnel and activities.

Monitoring WAGGGS' financial position

- Receiving and considering periodic reports on WAGGGS' income and expenditure; both actual and forecast, including comparisons to approved budgets.
- Receiving and considering periodic reports on WAGGGS' assets, working capital, reserves and debtors (particularly as regards membership fees).
- Consider and make suitable recommendations to the World Board on any changes to WAGGGS' Reserves & Endowment Policy.

World Centres

- Reviewing business plans for the World Centres
- Receiving and considering periodic reports on the financial performance of the World Centres
- Receiving and considering reports on the property management of the World Centres and taking decisions on proposals for capital expenditure (seeking higher approval where necessary)
- Providing financial information to the World Board to enable strategic decisions to be taken about the future of World Centres.

AUDIT, FINANCE & RISK COMMITTEE



TERMS OF REFERENCE

MEMBERSHIP

Voting members:

- The World Board Treasurer, who shall be the chair of the committee
- At least three and not more than five volunteers nominated by Member Organisations; these shall be selected by the chair from the volunteer 'pool', based on their relevant skills and experience and be subject to ratification by the World Board
- One further member of the World Board

To maintain the independence of the committee, the majority of members should not be trustees of WAGGGS.

Ex- officio members of the committee without a vote:

- The World Board Chair
- The WAGGGS Chief Executive

Voting members of the committee are normally appointed immediately after a World Conference for a term of three years and may serve up to a maximum of two terms.

Voting members may also be appointed at other times in the event that a vacancy occurs. However, if an individual is appointed within the first half of a normal term she will be deemed to have served one full term at the end of it.

Subject to the agreement of the World Board, the chair of the committee may co-opt additional non-voting members to the committee in the event that she believes that doing so would improve the effectiveness of the committee. Such co-opted members do not necessarily need to come from the volunteer 'pool'.

The Secretary of the committee shall be the WAGGGS Head of Corporate Services, who shall attend all meetings of the committee (or appoint an appropriate substitute if s/he is unable to attend).

AUDIT, FINANCE & RISK COMMITTEE



TERMS OF REFERENCE

MEMBERSHIP

Other staff members or volunteers may be invited to attend meetings relating to their areas of responsibility or expertise. This would include (but is not limited to) members of the Senior Management Team and chairs of other committees.

Vacancies:

In the event of a vacancy arising, the process used for appointing members may be used to make an appointment to fill the vacancy for the remainder of the term of service of that member whose place is filled.

If the vacancy occurs during the first half of the term, the member appointed to fill such vacancy shall be deemed to have served one full term (i.e. three years).

WAYS OF WORKING

The committee shall convene at least four times per year to consider matters relating to the functions as identified in these terms of reference. Additional meetings will be convened as deemed necessary by the committee. As far as possible, the meetings for a year will be agreed by December of the preceding year.

Meetings will generally be virtual, e.g. via conference call.

At the appropriate time, the committee shall consider and approve the external auditor's draft audit plan.

Voting:

- Two voting volunteer members, who are not members of the World Board, plus one voting member who is also a World Board member, constitute a quorum.
- Each voting member has one vote.
- The chair of the committee has a casting vote, as well as a deliberative vote.
- All matters are decided by a simple majority vote.

AUDIT, FINANCE & RISK COMMITTEE



TERMS OF REFERENCE

WAYS OF WORKING

The committee may appoint a standing sub-committee to act on its behalf in respect of the management of WAGGS' investments. The chair of the sub-committee must be a voting member of the committee.

The committee may appoint time-limited working groups to assist in the discharging of its responsibilities in respect of any other matter. Such working groups shall be advisory in nature and have no delegated authority to take decisions on behalf of the committee. When selecting members of task or working groups, the committee will ensure that the diversity of the global Movement is fully reflected.

The agendas for individual meetings shall be agreed by the chair in consultation with the secretary. The secretary is responsible for compiling and circulating/publishing the supporting papers.

Supporting papers will normally be made available on-line, with appropriate access restrictions to maintain confidentiality. The secretary shall be responsible for ensuring that members have authorised access to the papers.

Every effort will be made to allow members two weekends (Saturday and Sunday) to review supporting papers before the date of the meeting. The secretary shall be responsible for ensuring that members have authorised access to the papers.

AUDIT, FINANCE & RISK COMMITTEE



PERSON SPECIFICATION

ESSENTIAL

- Accounting or business qualification - eg Chartered Accountant (CA), Certified Public Accountant (CPA) or similar, or the equivalent practical accounting or business experience.
- Experience in one or more of the following areas:
 - Financial management at senior Finance Manager or Chief Financial Officer level
 - External auditing
 - Internal auditing
 - Strategic financial and business management
 - Risk management
- Ability to communicate well in English (understand and be understood, written and spoken)
- Ability to readily access and use technology as a means of communication and collaboration including email, WhatsApp, and conference calling platforms (Zoom) and have regular internet access
- Ability to work in an intercultural context, and as part of a team of volunteers and staff
- Ability to commit time to the work and meet agreed deadlines

ADDITIONAL DESIRABLE ATTRIBUTES / EXPERIENCE

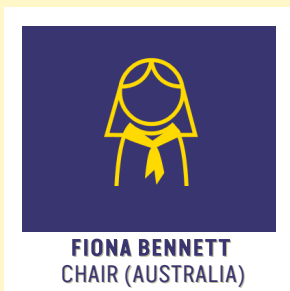
- Understanding of UK charity law
- Understanding of UK accounting standards
- Investment management experience
- Governance and/or experience as a Director or Trustee of a Charity, NGO or INGO, and/or other public or private sector organisation.
- Audit Committee experience
- Practical understanding of, or experience working as a volunteer in, WAGGGS or a Member Organisation of WAGGGS
- Experience leading or delivering work in a cross-cultural context
- Experience in preparation of economic feasibility studies.

AUDIT, FINANCE & RISK COMMITTEE



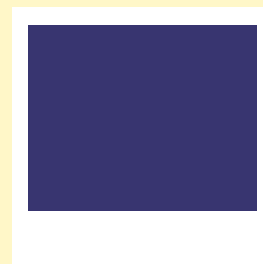
CALL FOR
VOLUNTEERS

CURRENT MEMBERS OF THE COMMITTEE CONTINUING FOR 2021-2023



VACANCIES

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FURTHER INFORMATION

If you have any questions or would like to know more about the work of the committee please contact Fiona Bennett, Chair of the Audit, Finance & Risk Committee by email fiona.bennett@wagggs.org

GOVERNANCE COMMITTEE



TERMS OF REFERENCE

PURPOSE

- To provide timely and best practice governance support to the WAGGGS World Board.
- To act as a sounding board on governance and provide advice, as requested by the World Board.
- To promote and advance effective governance practice and policies at a global and regional level.

ACCOUNTABILITY

- The committee is accountable to the World Board

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

- Develop an induction programme template for the World Board and committees.
- Develop and propose a Trustee Handbook for the World Board.
- Develop an evaluation template for use by the World Board and its committees.
- Communicate best practice in governance to continually strengthen leadership at a global and regional level.
- Monitor developments and changes in the various laws and regulations related to the World organisation and monitor compliance.
- Review and recommend matters relating to the WAGGGS Constitution and Bye-Laws to the World Board.
- Support the World Board to review and approve Member Organisation constitutions and bye-laws;
 - To review and propose to the World Board any revisions to MO Constitutions that affect the requirements on membership of WAGGGS including changes in the Promise, Law, name of the MO, status from Federation to a single MO, Logo.
 - To review and propose to the World Board for approval Constitutions of new MOs.
 - For all other MO Constitutions, consider and approve, on behalf of the World Board, any amendments and updates based on the recommendations of the Constitution volunteers.

GOVERNANCE COMMITTEE



TERMS OF REFERENCE

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

- Provide advice and oversight on governance arrangements for the World Conference, General Meetings and Regional Conferences.
- To periodically review relevant WAGGGS policies and procedures and propose any necessary changes to the World Board.
- Support the World Board's work with WAGGGS entities where appropriate.
- At least once during the triennium perform a self-evaluation of the committee's performance and effectiveness, from this make any recommendations to improve the performance of the committee to the World Board.
- Provide advice and recommend to the Board on the establishment and or dissolution of committees of the Board, after consultation with such committees.
- Comply with the Governance Committee Terms of Reference.
- Perform or undertake on behalf of the World Board any such tasks or actions as the World Board from time-to-time requests.
- Report to the World Board as appropriate.

In relation to all areas of its work, and in line with Motion 32 of the 36th WAGGGS World Conference, the Governance Committee shall at all times consider how it can strengthen young women's involvement in governance in WAGGGS.



GOVERNANCE COMMITTEE



TERMS OF REFERENCE

MEMBERSHIP

Voting members:

Up to eight volunteers with relevant WAGGGS experience appointed by the World Board; at least two to be current Members of the World Board.

One of the World Board members will undertake the role of the Board Liaison:

- to act as a full member of the committee, additionally contributing the Board perspective in committee discussions as appropriate;
- to work with the Committee Chair to ensure the work of the committee is carried out and taken back to the Board as appropriate through the established reporting mechanisms
- to be responsible for presenting any matters at the Board meeting, she may invite the Committee Chair to attend the relevant agenda item.

The chair of the committee will be appointed by the Board Liaison and ratified by the World Board.

A vice-chair is elected from among the voting members.

Non-voting members:

- Up to two members in an advisory capacity, without right of vote, either members of the Movement or co-opted from outside.
- Chair, World Board (Ex-officio)
- Treasurer, World Board (Ex-officio)
- Chief Executive (Ex-officio)
- Head of Governance (staff lead)

Voting:

- Four voting members constitute a quorum.
- Each voting member has one deliberative vote.
- The chair also has a casting vote.
- All matters are decided by a simple majority vote.

The work of the Governance Committee will involve consultation with a wide range of Board and staff members as well as other groups and individuals.

GOVERNANCE COMMITTEE



TERMS OF REFERENCE

MEMBERSHIP

Members of the committee shall serve for three years, if required. They shall be eligible for re-appointment for a further term of three years, but shall not serve for more than six years consecutively.

The secretary of the committee shall be the Head of Governance, who shall attend all meetings of the committee (or appoint an appropriate substitute if they are unable to attend).

Chairing:

Arrangements for the triennium 2021-2023: Expressions of interest will be sought from among the non-Board members of the Governance Committee to serve as chair of the committee. The Board liaison will be responsible for choosing and appointing of the chair, with relevant experience and expertise, from amongst those members who have expressed their interest. This decision will be brought to the World Board for ratification. As this is a trial of a new way of working, the World Board will review the process of chair appointment in July 2021.

The chair will work with the staff lead to set the meeting agenda and will chair each meeting. They will support the committee members in their work and ensure that all committee members are able to participate in the decision-making process. The vice-chair will fulfil these functions in the absence of the chair.

Vacancies:

In the event of a vacancy occurring, the World Board, in consultation with the Chair of the Governance Committee, may make an appointment to fill the vacancy for the remainder of the term of service of that member whose place is filled.

If the vacancy occurs during the first half of the term, the member appointed to fill such a vacancy shall be deemed to have served one full term, i.e. three years.

GOVERNANCE COMMITTEE



TERMS OF REFERENCE

WAYS OF WORKING

The committee shall convene at least four times per year.

Meetings will generally be held via conference call or VoIP (e.g. Zoom, Skype) but as far as practicable at least one physical multi-day meeting of the committee shall take place in the triennium.

The agendas for meetings shall be agreed by the chair in consultation with the staff lead. The staff lead is responsible for co-ordinating and circulating the supporting papers.

Every effort will be made to allow members one weekend (Saturday and Sunday) to review supporting papers before the date of the meeting.

Meeting papers and other relevant documentation will be made available via emails or online with protected access. The staff lead will organise access as appropriate for committee members.

The committee may appoint time-limited working sub-groups or task-groups to assist in the discharging of its responsibilities in respect of specific aspects of its work. Such working groups shall have defined guidelines agreed by the Governance Committee, be advisory in nature and have no delegated authority to take decisions on behalf of the committee. When selecting members of sub-groups or task groups, the committee will ensure that the diversity of the global Movement is fully reflected.

GOVERNANCE COMMITTEE



PERSON SPECIFICATION

- Governance experience in, and/or experience as a trustee of, a voluntary organisation, NGO/INGO and/or other public or private sector organisation.
- Experience of supporting governance functions of an organisation
- Constitutional and/or legal expertise
- Exposure to different governance models
- Understanding of, and/or experience in, the design and delivery of governance policy and procedures
- Practical understanding of WAGGGS governance and implementation structures
- Good communication and interpersonal skills
- Commitment to diversity, equality and inclusion, and the participation of young women in governance
- Integrity and the ability to keep things confidential when needed
- Ability to communicate well in English (understand and be understood, written and spoken).
- Ability to readily access and use technology as a means of communication and collaboration including email, WhatsApp, and conference calling platforms (Zoom) and have regular internet access.
- Ability and willingness to work in an intercultural context and in partnership with volunteers and staff.
- Ability and willingness to commit time to the work and meet agreed deadlines
- Experience in some, but not necessarily all, of the following areas would be beneficial:
 - Understanding of UK charity law and/or UK best practice governance standards
 - Risk assessment, and management of organisational risks
 - Leading projects or programmes of work that engage multiple stakeholder groups
 - Strategic thinking and visioning
 - Experience of working in WAGGGS governance and implementation structures
 - Influencing and advocacy skills
 - ability to communicate (written and spoken) in another WAGGGS official language (as well as English)

GOVERNANCE COMMITTEE



CALL FOR
VOLUNTEERS

CURRENT MEMBERS OF THE COMMITTEE CONTINUING FOR 2021-2023



FIONA BRADLEY
CHAIR (NEW ZEALAND)



CANDELA GONZALEZ
COMMITTEE MEMBER (ARGENTINA)



JILLIAN VAN TURNHOUT
COMMITTEE MEMBER (IRELAND)



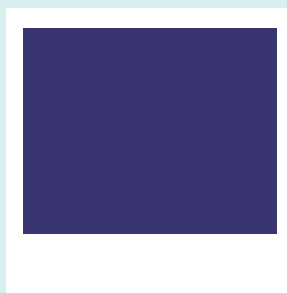
CINDY-ANN ALEXANDER
WORLD BOARD MEMBER (GRENADA)



NTOMBIZINE MADYIBI
WORLD BOARD MEMBER (SOUTH AFRICA)

VACANCIES

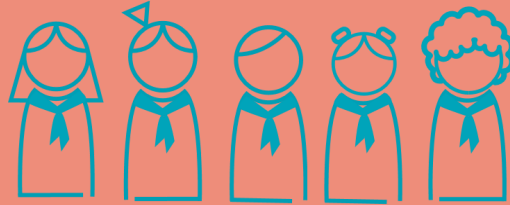
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FURTHER INFORMATION

If you have any questions or would like to know more about the work of the committee please contact Fiona Bradley, Chair of the Governance Committee by email governance@waggs.org

NOMINATIONS COMMITTEE



TERMS OF REFERENCE

PURPOSE

- To lead the process for actively seeking, identifying, screening and nominating qualified individuals for election to the World Board and Regional Committees who can effectively support the work of the WAGGGS Global Team, represent the interests and needs of our membership and are diverse in experience, skills and knowledge.
- To liaise with Member Organisations as appropriate, in line with WAGGGS' Constitution and Bye-Laws and the Board-approved nominations process, and seek clearance from the relevant Member Organisation for each applicant.
- to ensure that the search and nominations process is rigorous, fair and transparent.
- To act as a neutral body which supports good governance in WAGGGS.

ACCOUNTABILITY

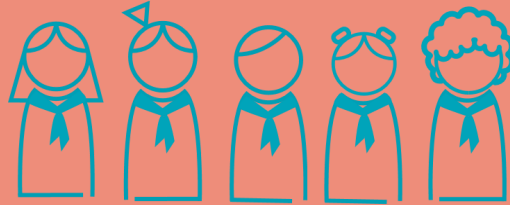
- The Nominations Committee shall operate as an independent committee reporting directly to the World Board.

DEFINITIONS

For the purpose of the work of the committee and this document, the following terms are used:

- Applicant/Nominee: Individuals who have expressed interest by submitting an application.
- Candidates: Applicants who have been assessed by the Nominations Committee and proceed to stand for election to the World Board or Regional Committee.

NOMINATIONS COMMITTEE



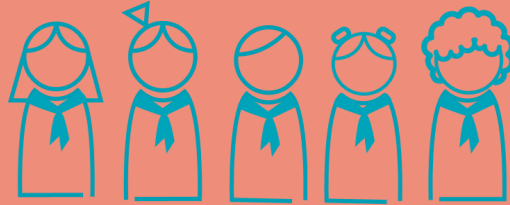
TERMS OF REFERENCE

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

- Work with the World Board and other relevant committees and/or working groups to identify the human resource needs for the World Board and Regional Committees.
- Support Member Organisations in actively recruiting a diverse group of skilled applicants, including young women under 30 and contribute to the global resource pool.
- Contribute to the preparation of, and review, the nominations pack.
- Prepare a recruitment plan and timetable.
- Implement the selection and screening process.
- Support and prepare candidates throughout the electoral process.
- Liaise with the Conference Planning team in relation to issues which relate to candidates and the election process.
- Conduct a review at the end of each nominations cycle of the process and outcomes, together with the responsibilities outlined in these Terms of Reference and recommendations submitted to the World Board.



NOMINATIONS COMMITTEE



TERMS OF REFERENCE

MEMBERSHIP

Voting members:

Members of the Nominations Committee are appointed by the World Board. Voting members include one chair, who is not a World Board member, and representatives from each of the five regions of WAGGGS.

Non-voting members:

- The Chair of the World Board and Chief Executive shall be ex-officio members.
- One senior member of staff to support the work of the committee
- Any person invited by the chair of the committee to contribute their expertise or advice.

Voting members of the Nominations Committee are appointed for a term of three years, renewable for a further three-year term. Voting members may serve up to a maximum of two terms.

Vacancies:

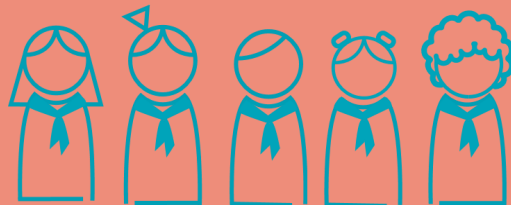
In the event of a vacancy occurring, the World Board may, in consultation with the Chair of the Nominations Committee, make an appointment to fill the vacancy for the remainder of the term of service of the member whose place is filled. If the vacancy occurs during the first half of the term, the member appointed to fill such a vacancy shall be deemed to have served a complete term.

WAYS OF WORKING

Meetings of the Nominations Committee will generally be held via conference call or VoIP (e.g. Zoom, Skype) but as far as practicable at least one physical meeting of the committee shall take place in the triennium. Between meetings, the committee will work by email and other electronic means.

There will be specific times in the nominations cycle where the workload will be extensive. Members are required to respond promptly and within the schedules which may be circulated.

NOMINATIONS COMMITTEE



PERSON SPECIFICATION

- Practical understanding of, and experience working in, WAGGGS governance and implementation structures particularly at regional level (not necessarily as a WAGGGS Regional Committee member)
- A good network of contacts within Member Organisations in their region, particularly with national leadership teams.
- Good communication and interpersonal skills
- Commitment to diversity, equality and inclusion, and the participation of young women in governance
- Integrity and the ability to keep things confidential when needed
- The ability to provide specific and constructive feedback, and to help a candidate provide the best information to present herself accurately to Member Organisations
- It is expected that committee members will have experience in some, but not necessarily all, of the following areas:
 - Relevant experience in leadership or governance within a voluntary organization, NGO/INGO, and/or other public or private sector organisation.
 - Experience in volunteer management, including policy development and performance management.
 - Influencing and advocacy skills
 - Strategic thinking and visioning
- Ability to communicate well in English (understand and be understood, written and spoken) and ideally in any WAGGGS official languages used within their region.
- Ability to readily access and use technology as a means of communication and collaboration including email, WhatsApp, and conference calling platforms (Zoom) and have regular internet access
- Ability and willingness to work in an intercultural context and in partnership with volunteers and staff.
- Ability and willingness to commit time to the work and meet agreed deadline.

NOMINATIONS COMMITTEE



CALL FOR
VOLUNTEERS

CURRENT MEMBERS OF THE COMMITTEE CONTINUING FOR 2021-2023



GRACE-ANNE CRICHLLOW
CHAIR (BARBADOS)



BARBARA CALVI
COMMITTEE MEMBER - EUROPE
REGION (ITALY)



PASCALINE UMLISA
COMMITTEE MEMBER - AFRICA
REGION (RWANDA)

VACANCIES

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ARAB REGION



ASIA PACIFIC REGION



WESTERN HEMISPHERE
REGION

Committee members are needed for the following Regions: Arab Region, Asia Pacific Region and Western Hemisphere Region. Nominations are not required, and will not be accepted, for the Europe or Africa Regions.

FURTHER INFORMATION

If you have any questions or would like to know more about the work of the committee please contact Grace-Anne Crichlow, Chair of the Nominations Committee by email gracea.crichlow@waggs.org

PEOPLE COMMITTEE



TERMS OF REFERENCE

PURPOSE

- To provide oversight and strategic direction of WAGGGS' People Strategy, policy and practice, to ensure that the organisation is managing its human resources (both volunteers and staff) effectively, in keeping with best practice.

ACCOUNTABILITY

- The committee is accountable to the World Board. The committee will advise, make recommendations to, and seek input from the World Board. The committee will also engage with Regional Committees, other World Board Committees and Working Groups, and members of the staff team as necessary.
- The committee will provide, as a minimum, a report to the World Board four times a year.



PEOPLE COMMITTEE



TERMS OF REFERENCE

FUNCTIONS AND RESPONSIBILITIES OF THE COMMITTEE

- Developing in conjunction with relevant staff members, (HR, volunteer management, SMT), and recommending to the Board for approval, the organisation's People Strategy for members of the Global Team.
- Providing oversight and strategic direction on the implementation of the People Strategy including ensuring the relevant policies and procedures are in place and adhered to for the WAGGGS Global Team. This will include ensuring, as far as practicable, alignment of staff HR policies with the volunteering policies that form part of the Volunteer Engagement Framework.
- Taking particular responsibility for developing and implementing the organisation's commitment to diversity, accessibility and inclusion, ensuring it is embedded in all areas of work across the Global Team.
- Promoting effective working relationships between staff and volunteers within the Global Team.
- Supporting the Volunteer Management Team as required on resolution of any volunteer issues through the development of a clear process, recognising that overall responsibility for the performance of operational volunteers sits with the Chief Executive.
- Supporting the Chief Executive with designing and maintaining a high-performing operational staff and volunteer culture.
- Reviewing and recommending to the Board for approval the remuneration for the Chief Executive.
- Reviewing the overall remuneration structure and appropriate benchmarking for the staff team ensuring there is a framework with appropriate parameters in place. For the avoidance of doubt, the day-to-day management of the staff and individual salaries remain the remit of the Chief Executive.
- Advising the World Board on an appropriate mechanism for appraising the Chief Executive's performance and identifying potential key performance indicators by which they will be held accountable for the coming year.
- Monitoring and providing the Board with reassurance that WAGGGS complies with any legal or regulatory requirements for the engagement of staff and volunteers under UK Charity Law and/or other laws which may be applicable.
- Undertaking any other duties as may be assigned to the committee by the Board from time to time.

PEOPLE COMMITTEE



TERMS OF REFERENCE

MEMBERSHIP

Voting members:

- The committee comprises up to six volunteers, at least two of whom will be current members of the World Board. One of these Board members will be designated as the Board liaison.
- The chair of the committee will be appointed by the World Board from amongst the non-Board members of the committee.
- A vice-chair is elected by the committee from amongst its voting members.
- At least three members of the committee should have specialist knowledge and experience of HR matters and/or of volunteer support and development.
- Members of the committee serve for three years. They are eligible for re-appointment for a further term of three years but shall not serve for more than two terms consecutively.
- Four voting members constitute a quorum.
- Each voting member has one deliberative vote.
- The chair also has a casting vote.
- All matters are decided by a simple majority vote.

Non-voting members:

- The Chair of the World Board and Treasurer of the World Board shall be ex-officio members.
- Committee Secretary (if not selected from amongst the voting members of the committee)
- The Chief Executive of WAGGGS
- WAGGGS staff lead
- The committee can invite additional ad-hoc volunteers with relevant expertise to join the team for time-limited periods on specific projects, when required.

Vacancies:

- If a member of the committee is unable to fulfil their responsibilities they may leave the group by advising the chair in writing that they are no longer able to be a member of the committee.
- If the case of an issue arising with the performance or conduct of a member of the committee, the appropriate process shall be applied as per WAGGGS' volunteer management policies.
- In the event of a vacancy occurring, the World Board, in consultation with the chair of the committee, may make an appointment to fill the vacancy for the remainder of the term of service of that member whose place is filled. If the vacancy occurs during the first half of the term, the member appointed to fill such a vacancy shall be deemed to have served one full term, i.e. three years.

PEOPLE COMMITTEE



TERMS OF REFERENCE

WAYS OF WORKING

Chairing:

The chair of the committee will be appointed by the World Board and will be a person with relevant experience and expertise. Working with the secretary she will set the meeting agenda and chair each meeting. She will support her committee members in their work and ensure that all members are able to participate in the decision-making process. The vice-chair will fulfil these functions in the absence of the chair.

Meetings of the committee:

- The committee will meet at least four times per calendar year.
- Meetings are generally expected to be via conference call or VoIP (e.g. Zoom, Skype)
- The minutes of all meetings shall be prepared and approved at subsequent meetings. Minutes will be kept and stored in accordance with the organisation's practice.
- Work between meetings is undertaken through the use of email, VoIP and phone calls; committee members are expected to follow up business in a timely manner.
- As far as possible, the committee's planned business for the following twelve months shall be agreed at the beginning of each year.
- Supporting papers will normally be made available on-line, with appropriate access restrictions to maintain confidentiality. The secretary shall be responsible for ensuring that committee members have authorised access to the papers.
- Every effort will be made to allow committee members one week to review supporting material before any meeting or decision.
- Meetings will be conducted in English.

PEOPLE COMMITTEE



PERSON SPECIFICATION

- Specialist knowledge and experience of HR matters and/or of volunteer support and development.
- Experience of human resource management, including policy development, remuneration, and performance management.
- Experience of developing HR strategy, planning and monitoring against plans.
- Appreciation and championing of key issues relating to diversity, equality and inclusion.
- Awareness of safeguarding in relation to adults and children
- Ability to communicate well in English (understand and be understood, written and spoken)
- Ability to readily access and use technology as a means of communication and collaboration including email, WhatsApp, and conference calling platforms (Zoom)
- Ability to work in an intercultural context, and as part of a team of volunteers and staff
- Ability to commit time to the work and meet agreed deadlines.

PEOPLE COMMITTEE



CALL FOR
VOLUNTEERS

CURRENT MEMBERS OF THE COMMITTEE CONTINUING FOR 2021-2023



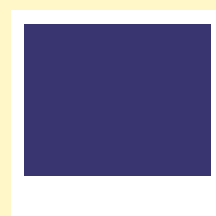
KATERINA AGOROGIANNI
WORLD BOARD MEMBER (GREECE)



BRONWYN HUGHES
WORLD BOARD MEMBER (AUSTRALIA)

VACANCIES

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FURTHER INFORMATION

If you have any questions or would like to know more about the work of the committee please contact governance@waggs.org



CODE OF CONDUCT

For all committee members

All members of a WAGGGS committee shall:

- Act only in the best interests of WAGGGS
- Keep confidential and not disclose, reveal or provide confidential information to any person
- Declare any conflicts of interest
- Be flexible, open-minded and willing to express concerns
- Communicate effectively and in a timely manner
- Take responsibility for keeping informed of the business of the committee including accessing resources, reading supporting papers, and seeking clarity if required in order to make informed decisions and to meet required deadlines
- Support and care for each other, maintaining a positive attitude and positive approach to the work of the committee
- Model WAGGGS values and Leadership Mindsets, being team players and working in partnership with each other and staff.

Committee members are expected to comply with WAGGGS policies including, but not exclusively, the Conflict of Interest Policy, Safeguarding Policy, Data Protection Policy, and Confidentiality Statement.