



**WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS**

**INFORMATION
BOOKLET
FOR THE
APPOINTMENT
OF A NEW WORLD
BOARD MEMBER
UNDER THE AGE
OF 30**

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INTRODUCTION FROM THE CHAIR OF THE WORLD BOARD

My gratitude for all you do to contribute to the growth and impact of our Movement. As Member Organisations you have the foremost responsibility for proposing members of the World Board. Collectively, these individuals lead the WAGGGS Global Team, set strategies, policies and direction for a more dynamic and relevant global organisation and strive to provide increasing support and value to Member Organisations.

The World Board is committed to listening and continuous learning, to being innovative, open and inclusive and to sustaining a collaborative and inspiring environment for staff and volunteers in order to fulfil WAGGGS' Mission and Vision.

As a result, the World Board has decided to open up the opportunity to a young woman under 30 to join the World Board for the remainder of the triennium which is until 2020, to fill the vacancy created by the resignation of Anne Guyaz. This is in line with section 14.4.1. of the WAGGGS Constitution: "vacancies occurring amongst the Elected Trustees shall be filled by Approved Persons, provided that, if that procedure would result in there being no member of the World Board who is a young woman under the age of 30 years (or was so at the time of her election), the World Board may instead appoint a replacement member who is a young woman under the age of 30 years at the time of her appointment to fill such a vacancy until the end of that triennium".

The World Board feels we now have an exciting opportunity to action Motion 32 of the 36th World Conference, which called for a review and a concrete set of actions to increase the number of young women standing for governance positions.

The World Board believes that a young woman can engage meaningfully in helping to identify the barriers young women face in participating in governance and decision-making across the Movement, and contribute ideas towards providing greater opportunities and a conducive environment to develop young women at global level.


We are particularly looking for a young woman whose skills will complement those of the existing World Board members, such as experience in advocacy, international/global/cross cultural contexts, fundraising, social media, communication and managing technology strategy, diversity and inclusiveness, and impact, evidence and evaluation.

Likewise, we believe volunteering on the World Board will be a remarkable professional and personal development opportunity for a young woman, one that will stretch her strategic thinking and influence, require comfort with complexity and receptivity to new perspectives, as well as rely on her knowledge, productivity and leadership skills. She will be supported with a comprehensive induction, tailored mentoring to succeed in her role and the opportunity to strengthen and extend her international leadership skills.

We invite Member Organisations to nominate individuals under the age of 30 for this position. We greatly value your active partnership and careful judgement in identifying the most talented, versatile and passionate young women to join the WAGGGS Global Team at Board level.

Within this booklet you will find information about the role and responsibilities of World Board members as well as details of the current World Board. Should you have an outstanding volunteer under the age of 30 with the vision, skills and dedication to serve our Movement at the global governance level, please review the materials that follow and consider submitting a nomination.

If you have any further questions, please contact Grace-Anne Crichlow, Chair of the Nominations Committee, gracea.crichlow@waggggs.org, or Nicola Lawrence, Head of Governance at the World Bureau, governance@waggggs.org who will be happy to speak with you.



Ana Maria Mideros
World Board Chair
World Association of Girl Guides and Girl Scouts

DESCRIPTION OF THE NOMINATION PROCESS

If you wish to nominate an individual to the World Board, you should complete Part A of the attached nomination form and send it to the nominee, together with:

- i. A copy of this booklet
- ii. Part B, of the form, the request for biographical information
- iii. Part C, the clearance form which should be completed only if the nominee is not a member of your own Member Organisation.

Copies of all the above documents are enclosed, and are also available on the WAGGGS website (www.waggs.org).

Member Organisations must make clear to nominees that the nominees themselves are responsible for returning all information to the World Bureau by **17.00 (GMT) on 25 July 2018**.

The following should be returned to the World Bureau by the nominee:

- i. Part A of the form
- ii. Part B, of the form, the request for biographical information
- iii. A recent photograph of herself, and if possible a short video
- iv. If necessary Part C, the clearance form

All Member Organisations may submit names of candidates from any Member Organisation, and are free to consult with each other.

Candidates are invited to produce a short video presentation as part of their nomination (see Appendix 3).

The Nominations Committee may 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 candidate.

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, not directly from Component Associations.

Procedure following nomination

The World Bureau will pass on all nominations to the Nominations Committee who may then consult with the nominating Member Organisation directly, should they have any queries. The Nominations Committee will contact candidates directly to discuss their application to ensure all candidate information is presented in a consistent manner.

Should the Nominations Committee have significant concerns about the nominee's ability to serve as a World Board member, the Chair of the Nominations Committee will contact the Member Organisation and discuss these concerns. The Member Organisation may then decide to withdraw the candidate or continue with the nomination process. This part of the process is completely confidential.

The Nominations Committee will contact the referees to obtain references for the nominee.

Nominees will be asked to attend a telephone interview conducted in English and at WAGGGS' expense, which will last approximately an hour. The interview will ensure that the candidate is eligible to stand, will not hold any significant posts in her Member Organisation if elected, and will ensure we have collected the best examples of her skills and experience.

In the case of a Member Organisation composed of two or more Associations, the Nominations Committee will communicate with the Member Organisation nominating the candidate only on the understanding the Member Organisation will have cleared the nomination with the Component Association concerned before submitting a nomination.

PROPOSED TIMELINE

1 June – 25 July 2018	Open call for nominations of young women under the age of 30 from Member Organisations.
25 July 2018	Nominations close at 17.00 (GMT)
26 July – 7 August 2018	Candidates are invited to a telephone interview with the Nominations Committee. During this time the Nominations Committee will seek and check references from referees.
8 August 2018	A list of the candidates is provided by the Nominations Committee to the Chair of the World Board.
8 – 15 August 2018	Preparation of candidate documentation for the World Board. Opportunity for candidates to speak informally with a member(s) of the World Board during this period.
16 – 22 August 2018	The World Board reviews the documentation relating to the nominated candidates.
23 – 29 August 2018	Candidates may be invited to a telephone interview with a panel comprising some members of the World Board.
7 September 2018	A decision will be made by the World Board on the appointment of a young person under 30 to the World Board. Written notification will then be sent to the successful candidate and to all unsuccessful candidates.
Week commencing 17 September 2018	General announcement to Member Organisations of the decision made by the World Board

CURRENT MEMBERS OF THE WORLD BOARD

Name	Elected	Term ends
Ana Maria Mideros, Chair (Peru)	2014	2020
Natasha Hendrick (Australia)	2014	2020
Nadine Kaze (Burundi)	2014	2020
Connie Matsui (USA)	2014	2020
Haifa Ourir (Tunisia)	2014	2020
Katerina Agorogianni (Greece)	2017	2023
Normala Baharudin (Malaysia)	2017	2023
Tashia Batstone (Canada)	2017	2023
Heidi Jokinen (Finland)	2017	2023
Ntombizine Madyibi (South Africa)	2017	2023
Jayne Wachira (Kenya)	2017	2023
Raeda Bader (Jordan), Regional Chair – Arab Region	2016	2019
Marybelle Mariñas (Philippines), Regional Chair – Asia Pacific Region	2016	2019
Zoe Rasoaniaina (Madagascar), Regional Chair – Africa Region	2016	2019
Joey Rosenberg (USA), Regional Chair – Western Hemisphere Region	2016	2019
Marjolein Sluijters (Netherlands), Regional Chair – Europe Region	2016	2019

Approved persons – for the period 2017-2020

Jillian Van Turnhout (Ireland)

Catherine Irwin (UK)



TESTIMONIALS FROM CURRENT WORLD BOARD MEMBERS

As a member of the World Board I am inspired every day by the power and impact of our Movement and value the opportunity to contribute to govern, set direction and shape the future of WAGGGS.

My time on the World Board has been one of enriching experiences, learnings and satisfaction. I have developed new skills, widened my perspective and understanding, challenged my thinking and trained myself for innovation and planning for the future, as well as strengthened my management, audit and risk and evidence and evaluation competencies, amongst others.

You have the chance to represent WAGGGS externally, meet amazing people and create a global network of inspiring women with whom you work, learn, and share aspirations.

As a World Board member you require personal commitment, discipline and dedicated time to fulfil your responsibilities, but all your efforts are worthwhile when you are fostering progress, positive change and providing more opportunities to more girls and young women worldwide.

I encourage capable and committed young women to take this incredible opportunity in your leadership journey.

Ana Maria Mideros

Joining the World Board has been exactly what I hoped: An opportunity to help shape the future of the Girl Guiding and Girl Scouting Movement, to ensure as many girls as possible can get the amazing opportunities I got, and to help this great organisation thrive.

It was also more than I expected: I have learned new skills, learned to stretch my mind, to work in different ways and contexts, to challenge myself more every day, and on top of this got to enjoy the company of people who represent the diversity and richness that WAGGGS has.

Being a member of the World Board might seem intimidating at first, but the World Board functions as a team, and the support you find takes away some of the dread and fills you with motivation!

Once you jump, you will not regret it.

Haifa Ourir

Having joined the World Board mid-term back in 2016 I know how exciting yet intimidating the situation can be for a newcomer. Nevertheless, I know from my own experience that the World Board is a wonderful team of colleagues who are there to encourage and support each other in so many ways. I felt comfortable asking all the questions and clarifications I needed and the other World Board members were keen to explain, over and over again. The fact that I had already been active at the National level in my own MO; had experience from volunteering at WAGGGS Regional Level; and had been involved at the global level had given me a lot of tools to work with on the World Board. I felt my past experience was great preparation for the World Board work.

I am therefore confident that if you have such experience too, you will find no difficulties to fit in the World Board working environment. And believe me, there are currently 16 volunteers prepared to support you in any way they can!

Heidi Jokinen

Many years ago a mentor shared with me that I will get out of my Girl Guiding volunteering only what I am prepared to put into it. These words have held true for my time on the World Board.

My World Board role has required commitment and effort, but the personal reward has been incredibly enriching. I have learnt to juggle my life to accommodate global team meetings and fulfil Board responsibilities, and have travelled to places I've never been before and made new friends from all over the world. I have had to be self-driven and motivated to spend time learning new skills and working on World Board projects. This has developed my skills in strategy and planning, policy frameworks, business design, organisational structures, communication, monitoring and evaluation etc., all of which will contribute to future professional and volunteer endeavours. I have been challenged to listen and understand different perspectives, and so have grown to understand more deeply what it means to govern a global organisation and the responsibilities that come with that.

Most importantly, I believe that the effort I'm dedicating to my World Board role will make a difference to the lives of the millions of girls who join Girl Guides and Girl Scouts seeking fun, friendship and the opportunity to belong to an international sisterhood.

Offering your time and skills to be a World Board member requires personal commitment. But I have no doubt it will be one of the most amazing journeys of your life time!

Natasha Hendrick

I am passionate to contribute to WAGGGS' mission that empowers women and young girls to fully develop their potential and impact their generation. I bring my background and experience to reinforce the development of Girl Guiding and Girl Scouting at the global level in the areas of administration, leadership, membership growth and advocacy.

Nadine Kaze

As a young woman volunteering in Guiding activities, I did not imagine that one day, I would be a member of the World Board. When an opportunity to be nominated to the World Board arose, I took time to think about the role, how it matched my skills and how I could best contribute to the growth of WAGGGS.

The role has given me an opportunity to utilise my skills and to serve with a great team who share a common purpose. In addition, I have grown personally and professionally.

This is an exciting opportunity for you, to contribute at a global level to a movement that you are passionate about. I encourage you to apply and look forward to welcoming you to the World Board and serving together 'For her World'!

Jayne Wachira

SKILLS MATRIX OF CURRENT WORLD BOARD MEMBERS

Age group	50-60	60-70	40-50	30-40	40-50	40-50	40-50	40-50	50-60	50-60	40-50	40-50	30-40	40-50	30-40	40-50	40-50	50-60	50-60	40-50	40-50	30-40	40-50		
Region	Western Hemisphere	Western Hemisphere	Asia Pacific	Europe	Europe	Africa	Arab	Europe	Asia Pacific	Western Hemisphere	Africa	40-50	40-50	30-40	40-50	40-50	40-50	50-60	50-60	40-50	40-50	30-40	40-50	30-40	40-50
NAMES	Ana Maria Mideros	Connie Matsui	Natasha Hendrick	Heidi Jokinen	Nadine Kaze	Hafsa Qurir	Katerina Agorogianni	Normala Baharudin	Tasha Batstone	Ntombizine Madyibi	Jayne Wachira	Raeda Bader	Marybelle Marillas	Zoe Rasoanaina	Joey Rosenberg	Marjolain Sluifers									
Ability to think strategically	H	P	H	P	M	H	P	M	P	P	H	H	P	H	P	P	H	H	H	H	H	P	P	P	P
Accounting practice and strategic financial and business management	H	P	L	L	H	L	M	M	P	P	P	M	M	M	P	M	M	M	M	M	M	P	P	P	P
Knowledge and experience in marketing and brand promotion	M	P	H	M	M	M	H	P	M	H	H	P	P	H	P	M	M	P	P	H	H	P	P	P	P
Knowledge and experience in fund development	H	H	L	H	H	L	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
Influencing skills, advocacy skills and partnership development skills	H	L	M	H	H	H	H	L	H	H	H	H	H	H	H	H	H	H	H	H	H	M	M	M	M
Governance/Trustee experience in a voluntary organisation/NGO/ INGO	P	H	H	P	M	M	H	M	P	H	H	M	M	M	M	M	M	M	M	M	M	H	H	H	H
Experience within your MO of leading projects or programmes of work	P	H	H	H	H	H	H	H	M	M	P	H	H	M	P	P	P	P	P	P	P	H	H	H	H
Experience of social media, digital communications and managing technology strategy	M	L	M	L	L	P	P	H	H	H	M	M	M	M	M	M	M	M	M	M	M	P	P	P	P
Knowledge and experience of diversity and inclusiveness	M	M	M	M	P	H	M	M	M	H	M	M	M	M	M	M	M	M	M	M	M	P	P	P	P
Experience of international/global/ cross cultural contexts	P	M	P	P	P	P	P	P	H	H	P	P	P	H	P	P	P	H	H	H	H	P	P	P	P
Experience in Impact, evidence and evaluation and data collection	M	M	P	L	M	M	M	M	P	H	P	M	M	M	M	M	M	L	M	M	M	P	P	H	H

Key: P = Professional, H = High, M = Medium, L = Low, O = no expertise

ROLE AND RESPONSIBILITIES OF THE WORLD BOARD

The WAGGGS World Board has overall responsibility for the direction, governance and control of the organisation and is collectively accountable for compliance with relevant UK legislative and regulatory requirements.

The World Board member position therefore carries legal duties and responsibilities. It is a voluntary role which should be undertaken because you are committed to furthering the purposes of WAGGGS and have the skills, experience and personal qualities needed for the strategic management of this complex, global organisation.

To serve as a member of the World Board, you must be over the age of 16. You must not act as a trustee if you are disqualified under the UK Charities Act. This includes if you:

1. are disqualified as a company director
2. have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
3. are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
4. have been removed as a trustee of any charity by the UK Charity Commission (or the court) because of misconduct or mismanagement

The day to day operations are conducted by WAGGGS Bureau staff and volunteers under the overall leadership and supervision of the World Board.

ROLE DESCRIPTION OF A WORLD BOARD MEMBER

Responsible to:
The Chair of the World Board

Main role:
To set the mission, vision, strategy and high-level policies for WAGGGS within the powers and the restrictions in its charitable objects and governing instruments and within its delegated authority from the World Conference.

Responsibilities:

1. To ensure that WAGGGS complies with its Constitution and Bye-Laws, English Charity Law, and any other relevant legislation or regulations.
2. To ensure that WAGGGS focuses on its Objects as defined in the Constitution and Bye-Laws, and to ensure it applies its resources exclusively in the support of the Objects.
3. To contribute to the World Board's role in giving strategic direction and setting over-arching policy.
4. To contribute towards defining goals and setting targets, then evaluating performance against the agreed targets.
5. To consider the interests of the Girl Guide / Girl Scout Movement as a whole and to vote in the interests of the Movement as a whole.
6. To review the strategy on a regular basis, and to consider changes in the external environment which may affect the plan, and the ongoing need for changes which may need to be made to ensure it remains relevant.
7. To undertake the functions and duties of the World Board as defined in the WAGGGS Constitution and Bye-Laws Article 13.
8. To attend the annual World Board meeting and the triennial World Conference and to effectively contribute to their business through effective and adequate preparation and full and informed participation.
9. To participate in regular evaluation of the performance of the World Board.
10. To establish and maintain the values of the World Association and safeguard its good name.
11. To ensure the efficient and effective administration of the Association.
12. To ensure the financial stability of the Association, and to protect and manage the property of WAGGGS and to ensure the proper and appropriate investment of its funds.
13. To set strategic and organisational risk appetite and policy, review the risk register and ensure mitigating actions are in place.
14. To appoint the Chief Executive and to monitor their performance in the role.

15. To undertake assignments as required, involving travel. Some visits involving travel may be en-route to or from World Board meetings.
16. To represent the World Association at external events.
17. To use any specific skills, knowledge and experience to help the World Board reach sound decisions – this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience.
18. To agree terms of reference for standing committees of the World Board and Working Groups.
19. To ratify appointments to the standing committees of the World Board and Working Groups.
20. To provide structures and effective stakeholder management as requested to Member Organisations, partners and donors as appropriate.
21. To be ready to serve:
 - a) on a World Board Committee or Working Group
 - b) as a Chair of a Committee or Group
 - c) as a member of a task group established to achieve a specific task during and in between World Board meetings.
22. A considerable amount of the work of the World Board is carried out by correspondence and email. All members (voting or ex-officio) are expected to:
 - a) Deal promptly with all correspondence
 - b) Keep the World Bureau informed of postal address, fax, email and telephone numbers. This would include making arrangements for contact, if absent from the usual address for any length of time.
23. To sign and adhere to a Trustee contract, including confidentiality agreement, trustee declaration and a conflict of interest declaration upon election to the World Board, and annually thereafter.
24. To maintain confidentiality of all World Board, Group and Committee matters, until information has been officially released.
25. To role model positive and effective volunteer behaviours at all times and to ensure that the values of WAGGGS are central to all decision making.

WORLD BOARD MEMBER PERSON SPECIFICATION

World Board Members will be expected to contribute:

- A commitment to the aims and objectives of WAGGGS and a proactive interest and enthusiasm for shaping and advising on the future of the organisation.
- Relevant external skills and experience drawn from a professional or community background outside of WAGGGS
- A willingness to devote time and effort in both preparing for and attending World Board (usually one week annually) and other relevant meetings (estimated time up to 20 hours per month).
- Good independent judgement and the ability to give constructive challenge
- An ability to think creatively and strategically
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the role of the World Board.
- The ability to represent WAGGGS both inside and outside of the Girl Guiding and Girl Scouting Movement
- A good general knowledge of the challenges and opportunities facing girls and young women across the world
- An ability to work effectively as a member of a team while contributing an independent perspective
- Strong communication skills and the ability to analyse and interpret information
- Cultural sensitivity and an ability to work in a global and multi-cultural context
- The ability to communicate easily in English both verbally and in writing

Board members must be at least 16 years old.

CODE OF CONDUCT

These principles will govern our work as World Board Members:

- We are personally trustworthy. We can trust each other to support and implement World Board decisions.
- We ensure that the decision-making process is inclusive, so that we can make informed choices.
- We are responsible. We set realistic deadlines and each member takes responsibility to meet agreed deadlines. Members communicate in a timely manner if circumstances prevent them from meeting a deadline.
- We are realistic, allowing adequate time for informed decision-making and managing the workload so it is doable.
- We are transparent in our processes and decision-making.
- We respect confidentiality.
- We are open between ourselves and willing to express concerns.
- We never knowingly let someone fail.
- We communicate effectively by speaking slowly and clearly, and by listening actively. We remember that differences in language, accents and terminology can hinder communication. We take responsibility for asking if we don't understand something.
- We respect each other and are tactful and non-judgemental.
- We participate actively in discussions and contribute to virtual discussions. We encourage those among us who are not as vocal as others to contribute.
- We read all the materials and ask questions if there are items we don't understand.
- We are decisive, willing to take tough decisions, and willing to admit if decisions made need to be reconsidered.
- We support and care for each other.
- We have positive attitudes and approach our work positively.
- We model WAGGGS values.
- We focus on the Mission, and we are strategic, rather than operational in our thinking.
- We are good stewards of the resources of WAGGGS.
- We are informed about the world and sensitive to global issues.
- We work in partnership – World Board member to World Board member, staff to volunteer. We are team players and we co-operate.
- We are flexible, open-minded, and adaptable.
- We have fun and fellowship.
- We ensure that all members realise the process used to develop this Code, and that all members know and practice its tenets.

APPENDIX 1

CHECKLIST

IF YOU ARE A MEMBER ORGANISATION

Send to Nominees:

- Copy of WAGGGS World Board Information Booklet
- Completed Part A of World Board Nomination Form (Appendix 2)
- Part B of World Nomination Form for completion (Appendix 2)
- Part C (the clearance form) ONLY if the nominee is not a member of your own Member Organisation (Appendix 2)

Please inform governance@waggs.org that you intend to submit a nomination as soon as possible.

IF YOU ARE A NOMINEE

Complete and return to the World Bureau by 17:00 (GMT) on 25 July 2018 the following:

- World Board Nomination Form Parts A and B (Appendix 2), including a photograph and it is recommended a short video of yourself.
- Part C (the clearance form) ONLY if you are NOT a member of the Member Organisation which nominated you (Appendix 2)

APPENDIX 2

WORLD BOARD NOMINATION FORM

The nominating Member Organisation completes Part A. The nominee completes Part B.

If the nominee is not being nominated by her own Member Organisation, then part C must be completed by her own Member Organisation.

Please return all three parts of this form (Part A, B & C).

When completed, please return via email or post, to:

Post: CONFIDENTIAL – WORLD BOARD NOMINATIONS, WAGGGS World Bureau, Olave Centre, 12c Lyndhurst Road, LONDON NW3 5PQ, England

Email: governance@waggs.org

To arrive no later than 17:00 (GMT) on 25 July 2018

Please attach a recent photograph (portrait photo in either JPEG or TIF format) or send a printed photo (passport format). It is recommended that you also send a short video of yourself.

Privacy notice

Please note that the personal information provided as part of this nomination form will be used only for the purposes of processing your nomination and will be handled by WAGGGS in accordance with UK data protection regulations.

Information will be stored by WAGGGS in both manual and electronic forms. This information will only be accessible to and shared with members of World Bureau staff, members of the Nominations Committee and members of the World Board.

For unsuccessful candidates information will be kept for a maximum period of six months after the closing date for nominations, after which it will be destroyed.

PART A

To be completed by the nominating Member Organisation

Name of Nominee		
Name of Proposer		
Proposer's Member Organisation		
Position held in Member Organisation		
Proposer's contact details	Email	
	Telephone	
	Skype	
Signed (electronic signature/scan is acceptable)		
Date		

PART B

To be completed by the nominee (please type or use capital letters)

Surname		
First names (in full)		
Title (Miss, Mrs, Ms, etc)		
Contact details	Address for correspondence	
	Email address (Home)	
	Email address (Work)	
	Telephone number (Home)	
	Telephone number (Mobile)	
	Telephone number (Work)	
	Fax number	
	Skype	
Date of birth		
Nationality		

I, (name of nominee) accept the nomination to the World Board.

In doing so:

- I agree to participate in a telephone interview with a member(s) of the Nominations Committee.
- I agree that references may be sought to support my application.
- I accept the principles of WAGGGS as shown in the Constitution and its values.
- I give permission, in accordance with data protection regulations, for WAGGGS to process the details in this form for the purposes of my nomination. This information can be stored in both manual and electronic form.
- I confirm that the information on this form and any attachments is correct and complete.

Signed (electronic signature/scan is acceptable)	
Date	

Referees

Please provide details of two referees that the Nominations Committee can contact:

Referee (professional context)

Name of referee		
Role/Position held		
How do you know the nominee?		
Contact details	Email address (Home)	
	Email address (Work)	
	Telephone number (Home)	
	Telephone number (Mobile)	
	Telephone number (Work)	
	Fax number	
	Skype	

Referee (Guiding/Girl Scouting context)

Name of referee		
Role/Position held		
How do you know the nominee?		
Contact details	Email address (Home)	
	Email address (Work)	
	Telephone number (Home)	
	Telephone number (Mobile)	
	Telephone number (Work)	
	Fax number	
	Skype	
Member Organisation (if applicable)		
Component Association (where applicable)		

Personal Statement

Please indicate, in two hundred (200) words or less, why you would like to become a member of the World Board, and how you feel you can contribute to the work of WAGGGS.

Voluntary and professional appointments

Please give details below of any past and present positions that you have held within a Member Organisation, WAGGGS, professional or business appointments.

	Previous positions held <i>(please give dates)</i>	Present positions held <i>(please give date started)</i>
Member Organisation		
World Association of Girl Guides and Girl Scouts (WAGGGS)		
Other voluntary positions		
Professional/business appointments		

Participation in events

Please give details, with dates where possible, of any events that you have participated in within a Member Organisation or WAGGGS.

Member Organisation events	
World Association of Girl Guides and Girl Scouts (WAGGGS) events	
Other relevant national, regional or global events	

Skills and experience

Please indicate the level of expertise you have in the following areas, giving specific examples of your experience in applicable areas. For further information, please see 'Person Specification'.

Please use 0 if no expertise, L = low, M = medium, H = high and P = professional

Area of expertise	Skill level	Experience	Examples
An ability to think strategically			
Accounting practice, and strategic financial and business management			
Knowledge and experience in marketing and brand promotion			
Knowledge and experience in fundraising and fund development			
Influencing and advocacy skills			
Partnership development skills			

Governance/Trustee experience in a voluntary organisation/NGO/INGO			
Experience within your MO or other experience of leading projects or programmes			
Experience of social media, and digital communications			
Experience of managing technology strategy			
Knowledge and experience of diversity and inclusiveness			
Experience of international/global/cross cultural contexts			
Experience in impact, evidence and evaluation and data collection analysis			

Example responses

Area of expertise	Skill level	Experience	Examples
An ability to think strategically	M	National Board member	Contributed to strategic plan of Association, sessions led by outside consultant
Accounting practice, and strategic financial and business management	P	Financial Director of family owned company	Qualified accountant Planning annual budget for company with turnover 500\$k Managing investments of 1£m with professional advisors

Language Skills

The ability to use English as a working language is a requirement for World Board members. This is because an important part of the Board's role involves governance and ensuring compliance with English Charity Law, and other relevant legislation or regulations.

Please indicate your language skills using the following key:

1: mother tongue; 2: fluent; 3: intermediate; 4: elementary/basic

Language	Writing	Speaking	Understanding	Reading
English				
Spanish				
French				
Arabic				
Others				

Information Technology

World Board members communicate by email and conference call throughout the year.

Do you currently have regular access to the internet?	Yes / No
Would you be able to respond promptly (e.g. within 48 hours) to electronic communication?	Yes / No

PART C

To be completed by the nominee's own Member Organisation ONLY if they did not nominate her

REQUEST FOR CLEARANCE OF NOMINATION

To: _____ (Name of Member Organisation)

The following member of your Member Organisation has been nominated for appointment to the World Board of WAGGGS.

Name of nominee:		
Nominated by (insert name of the nominating Member Organisation):		
Name of Member Organisation		
gives / does not give (please delete accordingly) their consent for _____ (insert name of nominee) to serve on the World Board if appointed by the World Board.		
Name		
Role/Position held		
Contact details	Email address (Home)	
	Email address (Work)	
	Telephone number (Home)	
	Telephone number (Mobile)	
	Telephone number (Work)	
	Fax number	
	Skype	
Signed (electronic signature/scan is acceptable)		
Date		

**PLEASE RETURN YOUR COMPLETED FORM TO THE NOMINEE, AS SOON AS POSSIBLE.
THANK YOU FOR YOUR COOPERATION**

APPENDIX 3

Helpful guidance on submitting a short video as part of the nomination process

As part of the nomination process it is recommended that you submit a short video of yourself.

What to say in your video

We would like to hear why you would like to become a member of the World Board, and how you feel you can contribute to the work of WAGGGS.

Your video does not need to be professional or sophisticated. Only members of the Nominations Committee and the World Board and a small number of World Bureau staff will see your video.

Format

Your video should not exceed three minutes in length.

We can accept a wide variety of formats including MP4, WMV, MOV, AVI etc.

Submitting your video

You can send your video as an attachment in an email with your nominations form. However if the file size of your video is very large (above 20MB) you may find it easier to send your video by WeTransfer (a free online service for sending large files), Dropbox or Google Drive, or potentially on a memory stick/flashdrive.