**IAWBH Elections 2020**

**INFORMATION FOR ELECTION PARTICIPANTS**

Candidates need to be paid-up members of the IAWBH and fit any requirements for their posts. To stand for election all candidates must be ‘Proposed’ and the Proposer needs to be supported by a ‘Seconder’. Both Proposer and Seconder also must be paid-up members of the IAWBH, and not standing for the position their recommendation relates to.

The Proposer and Seconder’s names and affiliations will be published on the IAWBH website with the information on their candidate(s). The Electoral Committee has voluntarily agreed we will not propose or second any candidates to ensure impartiality.

Candidates need to complete the nomination form and attach a 400-word (max) statement for voter information. It is optional to provide a photo, but we suggest that some voters might find this useful as they may recognize your face but not your name.

Send your form, statement and (optional) photo to w.bloisi@londonmet.ac.uk and shayne@top-drawer.co.nz 12.00 UTC (Universal Coordinated Time) Tuesday 14 July 2020 at the latest.

The IAWBH does not hold elections for posts where the number of applicants is the same as the number of vacancies.

Voting will occur later in July. Only technical staff will be allowed into the election system.

The Electoral Committee will advise you of the result as soon as possible, usually within days of the vote closing.

**INFORMATION ON THE POSITIONS**

The following information is designed to give you a realistic view of the commitment which each role entails. It is essential you can commit the time needed as the Association will not function unless you can. The post available in the elections is as a Board member.

**BOARD MEMBER**

According to the constitution the Board comprises 7 members of which at least 5 members are employed fulltime by an academic or recognized research establishment. Applicants must therefore intend to be employed full time by an academic/ research institution or be a full time practitioner for the 4-year duration of the post or a combination of those roles.

**Duties:**

All Board membership involves a level of commitment. This includes time for Board meetings and also time for you to undertake your own contribution to the work of the Board and Association. Various roles have been established to enable the Board to function. All Board members adopt at least one role. To date the assignment of roles has been on a voluntary basis through common agreement. All roles involve time commitments and reporting of issues to the main Board. We would assess the need as around 1-2 days a month, although for some roles there is concentrated activity at certain times of our two-year cycle. Naturally these roles can be sliced differently, just so long as the essential tasks are done.

Board member are expected to attend tele-conferenced Board meetings, the time of which can be flexed according to our membership. They last around 2 hours and are conducted in English. Meetings are held around every 5-6 weeks and are arranged in 6-month blocks using doodle poll. Although everyone tries to make every meeting, this is not always possible. Absence from up to two meetings a year is the guideline to which we have worked.

We need to have a special, longer, meeting every year. One is at the biennial conference arranged through the Association, This is a full day prior to the conference. The interim year we agree a meeting place and time which overall is cheapest and least inconvenient, often around a common conference. The meeting lasts three days. For academics we would normally expect their host institutions to sponsor this meeting. Extra costs for all board members will be compensated by the Association.

All officers need to role model exemplary behaviour regarding bullying and harassment, and behave courteously to others.