GWI Hegg Hoffet Committee

Biographical Data Form

*Your completed form must reach GWI Headquarters no later than* ***21 February 2019****.*

*Please complete the form electronically and send it, together with a colour passport-sized photograph in jpg format and preferably 150 resolution, to* [*nominations2019@gwi.graduatewomen.org*](mailto:nominations2019@gwi.graduatewomen.org)*.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Nominated for: | **Hegg Hoffet Committee** | | | | | | | |
|  |  | *Please select only one option and mark with an “X”* | | | | | | | |
|  | as | Convener | | | | | | |  |
|  |  | Convener and Member | | | | | | |  |
|  |  | Member | | | | | | |  |
|  |  |  | | | | | | |  |
| 2. | National federation or association or independent member: |  | | | | | | | |
|  |  |  | | | | | | |  |
| 3. | Family name: |  | | | | | | | |
|  |  | *Please select only one option and mark with an “X”* | | | | | | | |
|  | Title: | Professor | | | | | | |  |
|  |  | Dr | | | | | | |  |
|  |  | Mrs | | | | | | |  |
|  |  | Miss | | | | | | |  |
|  |  | Ms | | | | | | |  |
|  |  |  | | | | | | |  |
|  | Other names: |  | | | | | | | |
|  |  |  | | | | | | |  |
| 4. | Postal address:  (including city, country and postal code) |  | | | | | | | |
|  |  |  | | | | | | |  |
| 5. | Telephone: |  | | | | | | | |
|  | Mobile Phone: |  | | | | | | | |
|  | Skype address |  | | | | | | | |
|  | LinkedIn Profile |  | | | | | | | |
|  |  |  | | | | | | |  |
| 6. | E-mail 1: |  | | | | | | | |
|  | E-mail 2: |  | | | | | | | |
|  |  |  | | | | | | |  |
| 7. | Age: | *Please select only one option and mark with an “X”* | | | | | | | |
|  |  | Under 30 | | | | | | |  |
|  |  | 30 – 39 | | | | | | |  |
|  |  | 40 – 49 | | | | | | |  |
|  |  | 50 – 59 | | | | | | |  |
|  |  | 60 – 69 | | | | | | |  |
|  |  | 70 or over | | | | | | |  |
|  |  |  | | | | | | |  |
| 8. | Mother tongue: |  | | | | | | | |
|  |  | | | | | | | |  |
| 9. | Knowledge of languages: | | | | | | | |  |
|  | *Please select one option in each row to describe your competence and mark with an “X”* | | | | | | | | |
|  |  | | | Excellent | | Good | | Limited | None |
|  | Ability to speak English | | |  | |  | |  |  |
|  | Ability to understand spoken English | | |  | |  | |  |  |
|  | Ability to read English | | |  | |  | |  |  |
|  | Ability to write English | | |  | |  | |  |  |
|  |  | | | | | | | |  |
|  | Other languages:  *Please indicate degree of fluency* |  | | | | | | | |
|  |  |  | | | | | | |  |
| 10. | Computer skills: |  | | | | | | |  |
|  | *Please select the most applicable options and mark with an “X”* | | | | | | | |  |
|  | Full working knowledge of the Microsoft Office suite and access to it | | | | | | | |  |
|  | Considerable experience sending email and using the internet and Skype | | | | | | | |  |
|  | Some experience sending email and using the internet and Skype | | | | | | | |  |
|  | Limited experience sending email and using the internet and Skype | | | | | | | |  |
|  | No experience sending email and using the internet and Skype | | | | | | | |  |
|  |  |  | | | | | | |  |
| 11. | Internet Access: |  | | | | | | |  |
|  | *Please select only one option and mark with an “X”* | | | | | | | |  |
|  | Regular access to email and Skype at home or at work | | | | | | | |  |
|  | Limited access to email and Skype at home or at work | | | | | | | |  |
|  |  |  | | | | | | |  |
| 12. | Education: |  | | | | | | |  |
|  | *Please complete details of your qualifications below* | | | | | | | | |
|  | University | Degree | Year Awarded | | Field of Study | | | | |
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| 13. | Professional field and/or present occupation: |  | | | | | | | |
|  |  |  | | | | | | |  |
| 14. | GWI Basics: |  | | | | | | |  |
|  | *Please select one option in each row to describe your competence and mark with an “X”* | | | | | | | | |
|  |  | | | | | | Yes | | No |
|  | I have read the GWI Constitution and By-laws | | | | | |  | |  |
|  | I have read the Terms of Reference for the Board | | | | | |  | |  |
|  | I have read the Terms of Reference for the GWI Committees | | | | | |  | |  |
|  |  | | | | | | | | |
| 15. | Knowledge of and/or experience in international relations, particularly in relation to refugees and refugee agencies, that qualify you for this position  *Limit 400 words* | | | | | | | | |
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| 16. | What strategies do you think the Committee could use to increase NFA involvement and support for the Hegg Hoffet Fund?  *Limit 400 words* |
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| 17. | How can GWI work more closely with international and national agencies to ensure that possible recipients are brought to the attention of GWI or so that possible recipients are encouraged to apply?  *Limit 200 words* |
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| 18. | Please describe your specific, measurable, achievable, realistic and time-bound (SMART) objectives for this position and the contribution you believe you can make if elected or appointed.  *Limit 200 words* |
|  |  |
|  |  |
| 19. | (*If standing for Convener*) What do you see as the role of the convener?  *Limit 200 words* |
|  |  |
|  |  |
| 20. | Other relevant skills and experience (volunteer and professional) from the **last 10 years** relevant to this position  *Limit 200 words* |
|  |  |

**Commitment to GWI**

It is extremely important that all members standing for the GWI Board of Officers and Committees understand that this involves much more than a commitment to attend meetings. In signing the declaration below, you are promising that you are willing and able to work on a regular basis throughout the year with your colleagues via e-mail and skype and to take responsibility and be accountable for individual assignments. In the case of the Board of Officers and Committee Conveners, the workload is substantial and requires at least three to five hours per week. Board and Committee Members who do not fulfil their commitment may be relieved of their positions.

**Declaration:**

I have read carefully the description of the position for which I am standing and believe that I have the experience necessary to perform the duties. If elected or appointed, I certify that I am able and prepared to:

1. attend all scheduled face to face, Skype or other electronic meetings of the Hegg Hoffet Committee and any other ad hoc groups to which I am appointed;
2. attend the General Assembly and GWI Conference;
3. participate fully in these meetings, which are conducted in English;
4. participate fully in the work between meetings of the Hegg Hoffet Committee and any other ad hoc groups to which I am appointed, including reading material and preparing reports in English;
5. participate regularly in all e-mail and Skype discussions with my colleagues and GWI Headquarters and to answer all questions and requests for input within a reasonable amount of time; and
6. fulfil any individual tasks I am assigned in a timely manner.

I am aware that GWI reimburses no more than 30% of the return tourist or economy air fare and CHF 30 for visas to Committee Members, no more than 50% (and CHF 50 for visas) to Conveners and Assistant Treasurers, and 90% (and CHF 90 for visas) to Board Members, and that no allowance is paid for hotel, food or other costs, other than accommodation for the President.

In typing or writing my name and date in the space below, I am certifying that all of the information provided on this form is accurate and that I fully understand and am ready and able to make the commitment outlined above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_