



Circular 8

Committees Terms of Reference

Call for Nominations for the GWI Board, All Committees and for Assistant Treasurers

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EDUCATION COMMITTEE

2018 Terms of Reference

1. Purpose

The purpose of the committee is to plan and promote research and advocacy that carry out the mission, purposes, projects and resolutions of GWI, working in collaboration with the Resolutions Committee. The Committee is not autonomous but works under the supervision of the Board to ensure that the Board and its committees share a common purpose.

2. Mandate

- Call for and encourage NFAs to provide regular information/research responses on GWI's action and advocacy work;
- Provide research support to the Headquarters for 'best practice' models for national federations and associations (NFAs) to use in interacting with government;
- Create, with NFAs, time-limited virtual dialogue opportunities for discussion and possible action;
- Assist the Headquarters in developing tools to enhance NFAs' ability to advocate;
- Develop advocacy letters for dissemination to NFAs on an ad hoc basis;
- Research and develop resource material related to GWI's mission and policy, as required from time to time;
- Assist with the organisation of interdisciplinary seminars and workshops for the GWI Triennial Conference as requested by the Board of Officers;
- In addition, the Convener serves as an ad hoc member of the Resolutions Committee, as coordination between these two committees is very important.

3. Membership

The committee consists of one convener and five members elected by the GWI General Assembly. In addition, a member of the Board of Officers serves in a non-voting capacity.

4. Term of Office

No person may serve on the Resolutions Committee for more than two consecutive terms, except to serve as convener for one term. The convener is eligible for re-election for one term, unless she has previously served two consecutive terms as an ordinary member.

5. Qualities Required

Members should possess some or all of the following: excellent knowledge of current issues and research on education and especially education for women and girls; excellent knowledge of current issues and research on the status of women and girls; knowledge of the workings of the United Nations and other international organisations related to women's and girls' issues; experience in organising workshops or seminars; ability and willingness to research, write and design resource material and lead discussions.



6. Meetings

The committee may meet in person during the triennium, at a time and place decided in consultation with the Board of Officers. Further meetings will be held by Skype and other similar forms of communication. A quorum shall be four of the elected members for any meeting, in person or virtual.

7. Amendments

Subject to the provisions of the GWI Constitution and By-laws, amendments to these working rules may be proposed by the Committee or the Board of Officers and must be approved by the Board of Officers after consultation with the Committee.

*Approved by the GWI Board of Officers
November 2018*



GWI COMMITTEE FOR THE AWARD OF INTERNATIONAL FELLOWSHIPS; GRANTS AND OTHER AWARDS (FELLOWSHIPS COMMITTEE) 2018 Terms of Reference

1. Purpose

The Committee for the Award of International Fellowships (Fellowships Committee) shall select and appoint holders of GWI fellowships, grants and awards, and consider and advise the Board and General Assembly on conditions governing such fellowships, grants and awards.

2. Membership

The Committee consists of a Convener and up to six members appointed by the GWI Board of Officers. Members may be proposed by NFAs or identified by the Board. In addition, a member of the Board of Officers serves in a non-voting capacity.

3. Term of Office

It is preferable that no member serve more than two consecutive terms, unless it is to become a Convener. The convener is eligible for re-election for one term, unless she has previously served two consecutive terms as an ordinary member.

4. Meetings

The Committee shall meet by Skype or other electronic communication as required, to decide upon the awards and to conduct other business arising within its terms of reference. A quorum shall be three members for any meeting, in person or virtual.

5. Methods of Work

5.1. Any member of the Committee may request that an expert be called upon to assist in assessing one or more applications if she feels this to be necessary. She may nominate such an expert or request that a search be made to that end. Subject to the agreement of the Committee as to the need for expert assistance and the nomination of a suitable expert, the Convener shall approach that person with a request for assistance or shall ask Headquarters to do so on behalf of the Fellowships Committee

5.2. Preliminary consideration of candidates for eligibility who are GWI members, Independent members and non-members shall be undertaken by the Convener of the Committee in consultation with the Board representative. Further assessment of the applications following the preliminary consideration will be by the Convener and the GWI Fellowship Committee. Such arrangements may include the assistance of a suitably qualified person who is not a member of the Committee.

5.3. **Decision on awards:** The decision shall be made by email voting of the members of the Committee and shall be final.



6. Award Conditions

6.1. **Conditions for the award of fellowships and grants:** These shall be in accordance with such general regulations as may be established from time to time and with the regulations for each fellowship and grant, as set out separately.

6.2. **Eligibility.** Unless otherwise specified, GWI fellowships and awards shall be open to individual members and Independent members without fee, and to non-members at such administration fee as shall be set by the Board from time to time.

7. Responsibilities and Duties

Specific duties and responsibilities of the Convener and Committee will be agreed with the Board from time to time.

8. Finance

8.1. The conditions of each award shall specify whether fellowships are paid as a lump sum upon the candidate's acceptance of the offer of the award or in two instalments, at the beginning and upon receipt of a report halfway through the period of work for which the award is made. In all cases a final report is required within three months of the terminal date of the award.

8.2. Any action of this Committee which might entail expenses from GWI funds not previously budgeted must first be referred to the Board of Officers for approval.

9. Amendments

Subject to the provisions of the GWI Constitution and Terms of Reference, amendments to these working rules may be proposed by the Board of Officers and/or the Committee and shall be approved by the Board of Officers after consultation with the Committee.

*Approved by the GWI Board of Officers
November 2018*

FINANCE COMMITTEE

2018 Terms of Reference

1. Purpose

The Finance Committee is responsible for overseeing GWI's finances, advising the GWI Board of Officers and the General Assembly on financial policy, managing GWI's investment portfolio and ensuring that GWI policy is implemented and expenditure remains within budget. The Committee is not autonomous but works under the supervision of the Board to ensure that the Board and its committees share a common purpose.

2. Mandate

- Prepare triennial GWI budgets for approval by the GWI General Assembly;
- Supervise annual expenditure and ensure that it remains within budget;
- Supervise the use and investment of funds;
- Recommend the per capita rate of annual dues to the Board for approval by the General Assembly;
- Recommend the formula for calculating the per capita dues to the General Assembly;
- Approve the conference budget.

3. Role of the Treasurer

- Act as liaison between the Finance Committee and the Board of Officers;
- Supervise the implementation of the general financial policy;
- Advise the Assistant Treasurers on investments;
- Report to the General Assembly on the overall financial situation of GWI.

4. Role of the Assistant Treasurer in the Headquarters Country

- Supervise the funds held in the Headquarters country and their investment;
- Supervise, with the Executive Director, the implementation of the provisions of the budget between meetings of the Finance Committee. If problems arise, the Assistant Treasurer takes the advice of the Treasurer and the other Assistant Treasurer;
- Authorise emergency expenditure at Headquarters, over and above that included in the budget, on the request of the Executive Director, and in consultation with the Treasurer and the other Assistant Treasurer;
- Manage staffing, social and general office issues in conjunction with the Executive Director, as the need arises;
- Report to the General Assembly on her activities.

5. Role of the Assistant Treasurer in Country of the Largest NFA

- Manage the funds held outside the Headquarters country and their investment;
- Report to the General Assembly on these investments.

6. Membership

The committee consists of the GWI Treasurer as member ex officio, the two Assistant Treasurers appointed by and three members elected by the GWI General Assembly. No more



than one member may be from an NFA except in the case of the Treasurer. The GWI Treasurer will be the Convener of the committee. In addition, the Executive Director and Finance Officer shall participate whenever possible, without vote.

7. Term of Office

The two **Assistant Treasurers** may serve for up to three terms. It is preferable that no elected member serve more than two consecutive terms. A person having served two consecutive terms on the Finance Committee as an ordinary member may only serve a further term on that committee if she stands for GWI Treasurer.

8. Qualities Required

Members should have solid experience and ability in financial management, but it is not necessary that they be actually employed in financial work by profession. Members need a combination of practical capacity, ability to examine suggestions bearing in mind cost/benefit, and a forward-looking attitude to the Federation's work and the work of non-governmental organisations in general.

9. Confidentiality

Committee members are reminded that all Board information and reports provided to them in the discharge of their committee roles is strictly confidential and should not be shared outside the committee unless agreed by the Convener and Board liaison.

10. Meetings

The committee normally meets by Skype or other similar forms of communication two-three times a year. If required, further meetings may be held by Skype. A quorum shall be three members for any meeting, in person or virtual.

11. Amendments

Subject to the provisions of the GWI Constitution and Terms of Reference, amendments to these working rules may be proposed by the Committee or the Board of Officers and must be approved by the Board of Officers after consultation with the Committee.

Approved by the GWI Board of Officers

November 2018



HEGG HOFFET COMMITTEE

2018 Terms of Reference

1. Purpose

The Hegg Hoffet Committee is a special committee of GWI. Its purpose is to allocate and promote grants offered through the GWI Hegg Hoffet Fund for Displaced Women Graduates. The Committee is not autonomous but works under the supervision of the Board to ensure that the Board and its committees share a common purpose.

2. Mandate

- Encourage national federations and associations to propose, identify and liaise with possible beneficiaries;
- Publicise grant availability to refugee aid associations and other women's organisations;
- Allocate grants in accordance with the regulations of the Hegg Hoffet Fund for Displaced Women Graduates;
- Correspond with grantees to follow their progress;
- Prepare publicity material and develop strategies to solicit funds from national federations and associations and their members, as well as other potential donors; all such initiatives shall have prior approval in principle from the Board of Officers;
- Solicit funds as per approved initiatives.

3. Membership

The committee consists of at least three members, including a convener, appointed by the Board of Officers. In addition, one member of the Board of Officers serves in a non-voting capacity. Members may be proposed by NFAs or identified by the Board.

4. Term of Office

It is preferable that no member serve more than two consecutive terms, unless it is to become Convener. The convener is eligible for re-election for one term, unless she has previously served two consecutive terms as an ordinary member.

5. Qualities Required

Committee Members should have

- an interest in international issues, particularly as they pertain to refugees;
- the ability to liaise closely with their own NFA and with refugee organisations in their area, for purposes of publicity and fundraising, identifying candidates, and arranging moral support for recipients in their country;
- a willingness to work on fundraising projects.



6. Meetings

The Committee normally meets once in the triennium, at a time and place decided in consultation with the Board of Officers. If required, further meetings may be held by Skype and other similar forms of communication. A quorum shall be two members for any meeting, in person or virtual.

7. Amendments

Subject to the provisions of the GWI Constitution and By-laws, amendments to these terms of reference may be proposed by the Committee or the Board of Officers and must be approved by the Board of Officers after consultation with the Committee.

Approved by the Board of Officers

November 2018



MEMBERSHIP COMMITTEE

2018 Terms of Reference

1. Purpose

The Membership Committee (MemCom) promotes membership growth and retention, in consultation with the Board VP membership. The Committee is not autonomous but works under the supervision of the Board and the Headquarters to ensure that the Board and its committees share a common purpose.

2. Mandate

- Examines all new applications, including constitutions and Terms of Reference ToR/by-laws, received for admission to GWI from groups of at least 20 individual graduate women and advises the GWI Board of officers on their eligibility and suitability for membership as provided in Article II.4. It takes into consideration conformity with GWI's Mission and Aims and its membership eligibility criteria from the point of view of Articles II and III of the GWI Constitution (2016). Reference should be made to GWI requirements on academic qualifications.
- Reviews all amendments to the NFAs' constitutions and Terms of Reference/by-laws of NFAs and reports the findings to the Board from the point of view of Articles II, 1 - 4 and III of the Constitution.
- Review, when appropriate, issues of membership which may constitute "special circumstances" and make recommendations to the Board.
- Provide advice when requested to NFAs on qualifications constituting eligibility for individual membership and Associate membership.
- Examine all other matters referred to it by the Board of Officers and submit a report.
- Support existing NFAs and encourage the formation of new affiliates particularly in the Membership Committee member's own region, with coordination from the VP membership and GWI Headquarters.
- Develop guidelines on the formation of new associations of graduate women, with information on successful organisational structures and practices.

3. Membership

The Committee consists of one Convener and four members elected by the GWI General Assembly. In addition, the VP Membership of the Board of Officers serves as a liaison in a non-voting capacity.

4. Term of Office

No person may serve on the Membership Committee for more than two consecutive terms, except to serve as convener for one term. The convener is eligible for re-election for one term, unless she has previously served two consecutive terms as an ordinary member.



5. Qualities Required

Members should have prior experience in membership development, marketing, creative thinking, and an interest in mentoring new and existing groups of women graduates and expertise in some or all of the following areas: development of membership resources and services, organisational development, capacity building, and the development of constitutions. The Convenor and members of Memcom must be prepared to make a time commitment of at least 8-16 hours per month on membership issues.

6. Meetings

The Committee may meet once face to face in the triennium, at a time and place decided in consultation with the Board of Officers. Regular meetings, at least every three months with the VP Membership, should be held by Skype and/or other similar forms of communication. A quorum shall be three members for any meeting, in person or virtual.

7. Amendments

Subject to the provisions of the GWI Constitution and Terms of Reference amendments to these working rules may be proposed by the Committee or the Board of Officers and must be approved by the Board of Officers after consultation with the Committee.

*Approved by the GWI Board of Officers
November 2018*



PROJECT DEVELOPMENT COMMITTEE

2018 Terms of Reference

1. Purpose

The Project Development Committee is a special committee of GWI. It is a technical advisory body responsible for assisting GWI national federations and associations (NFAs) in the development and implementation of viable, sustainable community development, capacity building and income-generating projects addressing GWI goals. The Committee is not autonomous but works under the supervision of the Board to ensure that the Board and its committees share a common purpose.

2. Mandate

- Encourage projects that promote GWI priorities;
- Assist with initiation, assessment, monitoring and evaluation of projects;
- Assist with the development of funding proposals;
- Assess proposed BRPID projects and monitoring forms from NFAs, each committee member may have special responsibility for specific projects or projects in specific regions;
- Prepare project summaries for the Bina Roy information kit and internet;
- Strengthen and extend the network of national project coordinators in each region;
- Assist with project training programmes and/or help prepare training resources to help national affiliates strengthen project management skills.

3. Membership

The Committee consists of a Convener, who is a non-voting Board member and four or five members appointed by the GWI Board of Officers. Members may be proposed by NFAs or identified by the Board.

4. Term of Office

It is preferable that no member serve more than two consecutive terms, unless it is to become a Convener. The convener is eligible for re-election for one term, unless she has previously served two consecutive terms as an ordinary member.

5. Qualities Required

- Considerable experience in project development and management, organisational skills and communication skills are required;
- To facilitate the work, members of the Committee may be selected on a regional basis: Africa, Asia/Pacific, Central Asia/Mediterranean, Europe and Latin America.

6. Meetings

The Committee normally works via e-mail and Skype and Whatsapp. It may meet once in a triennium, at a time and place decided in consultation with the Board of Officers. Further meetings will be held by Skype and other similar forms of communication.

A quorum shall be three members for any meeting, in person or virtual.



7. Amendments

Subject to the provisions of the GWI Constitution and By-laws, amendments to these working rules may be proposed by the Committee or the Board of Officers and must be approved by the Board of Officers after consultation with the Committee.

*Adopted by the GWI Board of Officers
November 2018*



GWI RESOLUTIONS COMMITTEE

2018 Terms of Reference

1. Purpose

The Resolutions Committee manages the resolutions process from call to final presentation at the General Assembly and provides support for the implementation of resolutions by GWI and national affiliates. The Committee is not autonomous but works under the supervision of the Board to ensure that the Board and its committees share a common purpose.

2. Mandate

- Prepare the call for resolutions, in consultation with Headquarters (the call is issued by Headquarters).
- Organise and facilitate the online consultation and amendment process.
- Separate the resolutions into two groups:
 - i. GWI mission specific
 - ii. Non-mission specific, NFA relevant
- Organise and facilitate the General Assembly consensus meeting.
- Prepare the speakers to the GWI mission specific resolutions for the General Assembly debate for and against the resolutions on the floor, in accordance with GWI's Resolutions Regulations.
- Prepare the speakers to the non-mission specific resolutions to present the consensus resolutions to the General Assembly, in accordance with GWI's Resolutions Regulations.
- Work with the Education Committee, GWI's UN Representatives and the Special Committee for Project Development to ensure that the resolutions play a prominent part in discussions relating to the mission.
- Encourage and provide support in the implementation of the resolutions by GWI and national affiliates.
- Develop policy position papers on the latest resolutions, taking relevant passed resolutions into consideration, and provide suitable advocacy letters for use with the policy position papers as needed.
- Develop policy position papers and suitable advocacy letters for past resolutions on the request of the Board of Officers.

3. Membership

The committee consists of three to five members, appointed by the Board of Officers from a list of names submitted by the national federations and associations. One of these members shall be appointed Convener by the Board. In addition, one member of the Board of Officers serves in a non-voting capacity this is usually the VP for Advocacy and Education.



4. Term of Office

No person may serve on the Resolutions Committee for more than two consecutive terms, except to serve as convener for one term. The convener is eligible for re-election for one term, unless she has previously served two consecutive terms as an ordinary member.

5. Qualities Required

Committee Members should have knowledge of international issues and experience in the drafting and implementation of resolutions and policy position papers or be prepared to learn under the guidance of more experienced members. It is essential that committee members can communicate easily and rapidly with each other and with proposers of resolutions, particularly during the nine months prior to the General Assembly. The Committee should have at least one member who is fluent in French and English and ideally one in Spanish and English. If none of the nominated persons provide this expertise, the Board may identify and appoint a suitable member.

6. Meetings

The Committee normally meets once in the triennium in person, at the time of the Conference. Further meetings will be held by Skype and other similar forms of communication. A quorum shall be two members for any meeting, in person or virtual.

7. Amendments

Subject to the provisions of the GWI Constitution and By-laws, amendments to these working rules may be proposed by the Committee or the Board of Officers and must be approved by the Board of Officers after consultation with the Committee.

*Approved by the GWI Board of Officers
November 2018*