



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Terms of Reference

CONTENTS

EDUCATION COMMITTEE.....	2
FINANCE COMMITTEE.....	4
GOVERNANCE COMMITTEE.....	7
HEGG HOFFET COMMITTEE.....	9
FELLOWSHIPS COMMITTEE.....	11
MEMBERSHIP COMMITTEE.....	14
NOMINATIONS COMMITTEE.....	16
PROJECT DEVELOPMENT COMMITTEE.....	19
POLICY RESOLUTIONS COMMITTEE.....	21

**EDUCATION COMMITTEE
Terms of Reference
(2022)**

1. Purpose

The Education Committee works with the VP for Education and its purpose is twofold:

- To expand on the work of the Education VP in: a) creating awareness of the Sustainable Development Goals (SDGs), particularly SDG 4, (Inclusive, Quality and Equal Education for All), b) developing a SDG knowledge base for members and c) helping members understand how they can localize the SDGs.
- To interact with GWI members on GWI's online platforms to sustain members' interest and engagement in the implementation of SDG 4.

2. Mandate

- Assist the Education VP in the development of: a plan for creating awareness of the SDGs, a knowledge base, tools for the localization of SDGs for use by members, other Board members and the Executive Director.
- Create online opportunities to implement this plan with as much interaction with a growing number of members and newly recruited members.
- Through the Education VP, provide relevant SDG information to the Membership VP in support of her efforts to recruit new members, particularly Institutions of Higher Education (IHE).
- As and when it is necessary, support the Education VP in her interactions with relevant UN agencies, national focal points for SDGs and any other global entities.
- Assist the Education VP in summarizing Committees' work for use by the Marketing VP.
- Assist the Education VP in reviewing SDG- related workshop proposals and interdisciplinary seminars if requested by the Advocacy VP for GWI's Triennial Assembly and Conference.

3. Membership

The committee consists of one convener and four members elected by the GWI General Assembly. In addition, GWI VP Education serves in a non-voting capacity. No more than one member may be from an NFA except in the case of the VP Education.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 3 of 23

4. Term of Office

No person may serve on the Education Committee for more than two consecutive terms, except to serve as convener for one term. The convener is eligible for re-election for one more 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: knowledge of current issues that impact women's and girls' education, an overall understanding of the SDGs and the role they play in creating a sustainable human development and importantly the ability to do online research of relevant issues.

In addition, members should have access to email and electronic meetings and familiarity of these applications.

6. Meetings

- Regular electronic meetings, as required in the carrying out Committee's purpose and members' mandate.
- Quorum for the meeting shall be four members of the Committee.
- At the meetings Committee decisions will be recorded and the minutes circulated to the committee members.
- The Convener of the committee shall submit a written report at appropriate intervals to the Board of Officers and GA on the activities of the committee and its program of work.

7. Amendments

Subject to the provisions of the GWI Constitution, 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, June 2022

**FINANCE COMMITTEE
Terms of Reference
(2022)**

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 and ensuring that GWI policies are implemented, and expenditure remains within budget. On the revenue side, the Finance Committee proposes the dues for the next Triennium to the General Assembly and during the Triennium proposes dues payment plans upon request by NFAs. The Committee works in conjunction with the Treasurer and shares a common purpose with the Board.

2. Mandate

- a) Review the annual budget prepared by the Treasurer, the Executive Director and the Swiss-certified Accountant before recommendation to the Board of Officers;
- b) Supervise the quarterly financial reports to ensure that expenditure remains within budget before recommendation to the Board;
- c) Supervise and recommend the yearly financial report after audit;
- d) Supervise the dues payments and suggest payment plans upon request by NFAs;
- e) Prepare together with the Treasurer and the Executive Director triennial GWI budgets for approval by the GWI General Assembly;
- f) Recommend the per capita rate of annual dues to the Board for approval by the General Assembly;
- g) Prepare together with the Treasurer and the Executive Director the conference budget, recommend to the Board of Officers.

3. Membership

The Finance Committee consists of two Assistant Treasurers and three regular members. One Assistant Treasurer is from the Headquarter Country and one from the largest NFA. Both are appointed by the NFAs. The regular members are elected by the GWI General Assembly. The GWI Treasurer is a member ex officio, without vote. The Executive Director shall participate whenever possible, without vote.

4. Role of the Treasurer

- a) Act as liaison between the Finance Committee and the Board of Officers;

GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 5 of 23

- b) Provide financial reports and draft budgets to the Finance Committee;
- c) Inform about the dues payment situation;
- d) Carry out her mandate according to the specific terms of reference for the Treasurer.

5. Role of the Assistant Treasurer in the headquarters country

- a) Have access to the accounts and sign out payments together with the Executive Director, if the Treasurer is unavailable (all payments require two signatures).
- b) Be knowledgeable about Swiss Law regarding accounting for not-for benefit associations (l'association d'utilité publique).
- c) Supervise expenditure and advise the Executive Director on Swiss Law regarding staff management, if necessary.

6. The following tasks are shared with all committee members

- a) Organize the Finance Committee: 1) Convener is elected from the two assistant treasurers; 2) a member is elected for taking minutes;
- b) Make recommendations to the Board;
- c) Prepare dues payment plans together with Treasurer, if requested;
- d) Prepare the General Assembly and Conference budget;
- e) Prepare the dues recommendation for the General Assembly;
- f) Prepare financial and written report of the Finance Committee for the Triennial Assembly.

7. Terms of Office

No member may serve more than two consecutive terms including the Assistant Treasurers. A person having served two consecutive terms on the Finance Committee may only serve a further term if she stands for GWI Treasurer.

8. Qualities Required

Members should have experience and abilities in financial management, but do not have to be professionals. 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. Members should be able to take and write Minutes. Members are expected to give time and commitment.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 6 of 23

9. Confidentiality

Members sign a non-disclosure agreement. Please note that once the financial reports have been recommended by the Finance Committee and approved by the Board of Officers, they are no longer confidential and are published on the GWI website.

10. Meetings

Quarterly electronic meetings for supervision of the financial reports. Additional meetings, if requested by the Assistant Treasurer(s), GWI Treasurer or a member. The quorum shall be three members for any meeting. Usually, the meeting lasts 90 Minutes. Decisions and recommendations can be made electronically.

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, June 2022



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 7 of 23

GOVERNANCE COMMITTEE Terms of Reference (2022)

1. Purpose

Purpose of the Committee is

- a) To make recommendations to the Board on governance policies, practices, and procedures.
- b) To provide, when needed, encouragement, problem-solving support to the Board to achieve a standard of excellence in leadership and organizational management.
- c) To provide oversight for the Board's performance to create transparency of this performance for the General Assembly and accountability to the membership at large.
- d) To assist in succession planning to ensure that the organization's work proceeds smoothly and without interruption.

2. Committee's Responsibilities

- a) Write job descriptions of the Board and ToRs of Committees.
- b) Advise the Board about NGO best practices including relevant amendments to the GWI Constitution/ToRs to strengthen the organization and empower the Board in meeting its obligations and abide by GWI mission and values.
- c) Deliver board orientations, arrange for board trainings and development, facilitate annual board self-assessments.
- d) Conduct annual evaluations of the Board members to ascertain job satisfaction, performance and the need for additional support.
- e) Review the Board's individual members standing for re-election to ensure that they continue to have the appropriate skills and engagement level to continue serving on the Board.
- f) Advise the board on the incorporation of GWI values into Board composition, identify the current and future needs of the organization to ensure that the Board has the necessary diversity, regional perspectives, experience, skills, maturity and judgment to effectively pursue their duties in planning and oversight.
- g) Identify, recognize and nurture members who show potential for leadership so that they can become eligible for election to key Board positions in the following Triennium.
- h) The committee has no power or authority to act on behalf of the GWI Board other than the authority specifically granted in the Constitution and its Terms of Reference



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 8 of 23

3. Committee Membership

There shall be one convener and four members elected by the GWI General Assembly. GWI VP Legal & Governance shall be non-voting member on the committee. No more than one member may be from any NFA except in the case of the VP Legal & Governance.

4. Term of Office

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

5. Qualities of Committee Members

- understanding of the organisational needs of GWI
- knowledge and experience of Board workings and non-profit governance
- understanding of competencies required for a Board of an international organisation
- Ability to interact easily with others
- Access to email and electronic meetings and have familiarity of these applications

6. Meetings & Report

- The Committee will meet at least quarterly or as required by electronic means.
- Quorum for the meeting shall be three members of the Committee.
- Record the decisions of the Committee and circulate the minutes to the committee members and the Board of Officers.
- Present reports to the Board of Officers and the membership summarising the activities during the year, and any related significant results or findings.

7. Amendments to the ToRs

Subject to the provisions of the GWI Constitution, amendments to these working rules may be proposed by the Committee or the Board of Officers with a stipulation that there is no weakening of governance oversight and be approved by the Board of Officers after consultation with the Committee.

Approved by the GWI Board of Officers, June 2022

**HEGG HOFFET COMMITTEE
Terms of Reference
(2022)**

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 one convener and up to six members, appointed by the Board of Officers. In addition, one member of the Board of Officers serves as a liaison in a non-voting capacity. Members may be proposed by NFAs or identified by the Board.

4. Term of Office

No member may serve more than two consecutive terms, unless it is to become Convener. The convener is eligible for re-election for one more 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;



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 10 of 23

- awareness of the laws for refugees and of different requirements in different countries to qualify as a refugee;
- 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;
- access to email and electronic meetings and have familiarity of these applications.

6. Meetings

- Regular electronic meetings will be held at least every three months or as required.
- Quorum for the meeting shall be three members of the Committee.
- At the meetings Committee decisions will be recorded and the minutes circulated to the committee members.
- The Convener of the committee shall submit a written report at appropriate intervals to the Board of Officers and General Assembly on the activities of the committee and its program of work.

7. Amendments

Subject to the provisions of the GWI Constitution, 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 GWI Board of Officers, June 2022



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 11 of 23

INTERNATIONAL FELLOWSHIPS, GRANTS AND OTHER AWARDS (FELLOWSHIPS COMMITTEE) (2022)

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

2.1 The Committee consists of one 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 as a liaison in a non-voting capacity.

2.2 GWI International Fellowships and Grants supports postgraduate research, study, and training for women. Hence the committee member should be a doctorate with academic experience to examine and check the necessary qualifications of the applicants. She should have access to email and electronic meetings and have familiarity of these applications.

3. Term of Office

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

4. Meetings

The Committee meetings will be held electronically as required, to decide upon the awards and to conduct other business arising within its terms of reference. Quorum for the meeting shall be three members of the Committee. A minutes secretary shall be appointed from within the committee to write up the minutes and distribute them.

5. Methods of Work

5.1. The Fellowships Committee must work in collaboration with the GWI Treasurer- i) the Committee must consult the Treasurer on the amount available for the disbursement of the awards which will be given in that triennium ii) share with the Treasurer the final list of the candidates and the amount awarded to them before the distribution of the awards.

5.2 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.

5.3. 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.

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

5.5 The Convener of the committee shall submit a written report to the Board of Officers and General Assembly on the activities of the committee and its programme of work.

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.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 13 of 23

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.

For Reference

1. *Fellowships are the equivalent of 6,000 to 10,000 Swiss francs.*
2. *Grants are from 3,000 to 6,000 Swiss francs.*
3. *GWI Recognition Awards are 1,000 Swiss francs. [Plus 100 CHF to cover the admission fee].*

Approved by the GWI Board of Officers, June 2022

**MEMBERSHIP COMMITTEE
Terms of Reference
(2022)**

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/Bye laws of the applicant NFA's, 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 (2022). 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 GWI 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 pertaining to membership, 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.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 15 of 23

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 [more](#) 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 Convener and members of MemCom must be prepared to make a time commitment of at least 8 -16 hours per month on membership issues. In addition, member should have access to email and electronic meetings and have familiarity of these applications.

6. Meetings

- Regular electronic meetings will be held at least every three months or as required.
- Quorum for the meeting shall be three members of the Committee.
- At the meetings Committee decisions will be recorded and the minutes circulated to the committee members.
- The Convener of the committee shall submit a written report at appropriate intervals to the Board of Officers and GA on the activities of the committee and its program of work.

7. Amendments

Subject to the provisions of the GWI Constitution, 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, June 2022

**NOMINATIONS COMMITTEE
Terms of Reference
(2022)**

1. Purpose

The Nominations Committee shall be a subcommittee of the Board, established by the Board as per the Constitution Article VII, clause 7. The Committee is responsible for identifying potential Board and Committee nominees for the Graduate Women International (GWI) for each triennium. The Nominations Committee will identify suitable candidates and propose to the General Assembly the names of candidates that should be put forward for consideration.

2. Nominations Process

The Board of Officers having reviewed and confirmed the Job Descriptions required to carry out its obligations uses these to call for nominations from the membership.

On receipt of the nominations, the Committee checks that:

- a) the candidates have the required skill-sets to fulfill the requirements of the Board Job Descriptions.
- b) Researches the profile of potential candidates (e.g. LinkedIn, ask for CVs, Google, search etc.).
- c) Contacts and interviews each potential candidate electronically to assess skills match and willingness to take on GWI role.
- d) Identifies a short list of no more than twice as many candidates as there are positions to put forward to the General Assembly.

The office will send out a circular to all NFAs to notify the membership of the recommendations of the nominations committee.

3. Role of the Committee

- To identify potential suitable candidates for the Board (and the Committees) to ensure that the Board has the right mix of skills, experience and representation to effectively manage its affairs.
- To ensure there is sufficient continuity/renewal among the office holders of GWI.
- If there are Board positions for which there are no suitable candidates, a further call can be made and then the Committee can contact NFA officers and members on a one-to-one basis to request recommendations on Board (and Committee) candidates.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 17 of 23

- To liaise with the GWI office to ensure a smooth process within the given timelines.
- To report to the Board on the final list of candidates.
- The committee has no power or authority to act on behalf of the GWI Board other than the authority specifically granted in the Constitution and its Terms of Reference.

4. Membership of the Nominations Committee

- The Nominations Committee shall consist of up to two or three members from the Membership Committee who are not standing for election and three or four other members appointed by the Board of Officers. These may include at least one experienced member of the previous nominations committee and/or the President and/or a Board member if not standing for re-election. There shall be a maximum of seven members of the committee. No NFA should be represented by more than one member on the Committee.
- The Convener of the Nominations Committee shall be appointed by the Board of Officers.

The Board will put forward a call for officers to be on the Nominations Committee in the year preceding the Triennial General Assembly.

5. Qualities required of members of the Nominations Committee

- Knowledgeable about GWI and committed to renewal and rebuilding of GWI.
- Understanding of the key priorities for GWI.
- Understanding of competencies required for a Board of an international organisation.
- Time available to do research on potential candidates.
- Access to email and electronic meetings and have familiarity of these applications.
- Ability to interact easily with others.

Note: No member of the Nominations Committee may run for Board or Standing Committee positions

6. Meetings and interviews

- a) The Committee will meet exclusively by electronic means and conduct their business. Quorum for the meeting shall be four members of the Committee.
- b) The Committee will develop/review the Board member and committees' application form(s) and questionnaires to capture the information necessary to assess and monitor the skills and attributes of each Board or committee member individually, and the Board collectively.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 18 of 23

- c) Exercise due diligence over the process used when searching, screening, recruiting, and recommending applicants for election or appointment.
- d) At least two members will interview a potential candidate at any one time. Candidates may be interviewed several times.
- e) A record of decisions taken, rather than formal minutes, will record the decisions of the Committee and will be circulated to the Board and any other person/s the Board considers appropriate.
- f) The Convener of the Committee shall report verbally to the Board as required with a final written report of the recommended candidates.
- g) The Convener of the Committee will present reports to the membership and the Board summarising the activities during the year, and any related significant results or findings.

Approved by the GWI Board of Officers, June 2022

**PROJECT DEVELOPMENT COMMITTEE
Terms of Reference
(2022)**

1. Purpose

The purpose of the Project Development Committee is to work with the Projects VP to:

- a) develop projects that expand SDG implementation/ localization by GWI members;
- b) adapt Bina Roy projects so that they align with SDG 4 – Inclusive, Quality and Equal Education for All;
- c) provide problem – solving support, oversight and evaluation for all GWI Projects;
- d) on an as – needed basis support the Executive director in her work with the Teachers for Rural Futures project.

2. Mandate

- Assist the Projects VP in her interactions with external stakeholders like UN agencies and global funders.
- Assist the Projects VP in the conceptualization of projects and the development of grants and other funding proposals.
- Call for proposals and provide applicants with related information based on the parameters agreed upon by the Committee and Projects VP and/or funding sources.
- If necessary, support NFAs in the conceptualization and articulation of their projects and in understanding expectations of outcomes, deliverables and accountability, general project management for project success.
- Oversee, evaluate and report progress on projects to the Projects VP and other relevant parties.
- Assist Projects VP in summarising Committee’s work for the Marketing VP for use in promoting GWI and its members.
- On an as – needed basis support the Teachers for Rural Futures project.

3. Membership

The committee consists of one convener and four members elected by the GWI General Assembly. In addition, GWI VP Projects serves in a non-voting capacity. No more than one member may be from an NFA except in the case of the VP Projects.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 20 of 23

4. Term of Office

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

5. Qualities Required

- Experience in Project development, oversight, and evaluation, written and verbal communications abilities
- Access to email and electronic meetings and have familiarity of these applications

6. Meetings

- Regular electronic meetings, as required in the accomplishment of Committee's purpose and Members' mandate.
- Quorum for the meeting shall be three members of the Committee.
- At the meetings Committee decisions will be recorded and the minutes circulated to the committee members.
- The Convener of the committee shall submit a written report at appropriate intervals to the Board of Officers and the General Assembly on the activities of the committee and its program of work.

7. Amendments

Subject to the provisions of the GWI Constitution, 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, June 2022

**POLICY RESOLUTIONS COMMITTEE
Terms of Reference
(2022)**

1. Purpose

The NFA Policy Resolutions Committee (hereinafter: the Committee) manages the GWI NFAs policy resolutions process from call to final presentation at the General Assembly and provides support for the implementation of the National Federations and Associations resolutions. The Committee is not autonomous but works under the supervision of and in cooperation with the GWI Board of Officers (hereinafter: the Board) to ensure that the Board and its committees share a common purpose and use the results for the better of GWI's mission.

2. Mandate

- Prepare the call for NFAs Policy Resolutions, in consultation with Headquarters (the call is issued by Headquarters).
- The Call for Resolutions will state request for Resolutions in the English language.
- Organise and facilitate the online consultation and amendment process.
- Organise and facilitate the General Assembly consensus meeting.
- Prepare the speakers for the NFAs Policy resolutions for the General Assembly debate for and against the resolutions on the floor, in accordance with GWI's Resolutions Regulations.
- Prepare the speakers for the NFAs Policy resolutions to present the consensus resolutions to the General Assembly, in accordance with GWI's Resolutions Regulations.
- ResCom will collaborate and cooperate with any of the GWI committees as well as with the relevant NFAs as applicable.
- ResCom will, in cooperation with all related stakeholders, organize the resolutions into relevant groups: Relevant to the GWI general mission and relevant to the NFAs and will address them accordingly.
- Encourage and provide support in the implementation of the NFAs policy resolutions by the NFAs.
- Develop in cooperation with the NFAs and other relevant parties NFA Policy Resolution papers on the latest resolutions, taking relevant past resolutions into consideration.
- Develop relevant NFA advocacy letters for use with the NFA resolution policy papers as needed and also develop advocacy letters for past resolutions if requested by the Board.



GRADUATE WOMEN INTERNATIONAL (GWI)

Committee Terms of Reference (2022)

Page 22 of 23

3. Membership

The Committee consists of three to five members, appointed by the Board from a list of names submitted by the NFAs. One of these members shall be appointed Convener by the Board. The Convener is responsible for planning and scheduling the Committee meetings in consultation with the GWI Office.

In addition, the GWI VP-Advocacy serves in a non-voting capacity. This Board member connects with other Board Members concerning the NFA policy resolutions.

4. Qualities Required

- Committee Members should have knowledge of and expertise in international issues and should have experience in the drafting and implementation of resolutions and policy papers or be prepared to learn under the guidance of more experienced members.
- Committee Members should be flexible and should have basic debating skills.
- Member should have access to email and electronic meetings and familiarity of these applications.
- It is essential that Committee members are able to 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.
- The Committee should have at least one member who is member of the Young Members Network in order to certify that the intergenerational perspective is taken into account in the papers and letters and that their voices are heard by having a seat on the ResCom table.
- If none of the nominated persons provide these qualifications, the Board may identify and appoint a suitable member.

5. Meetings

The committee meetings will be held electronically and the quorum for the meeting shall be two members of the Committee. Convener of the committee shall submit a written report to the Board of Officers and GA on the activities of the committee and its programme of work.



GRADUATE WOMEN INTERNATIONAL (GWI) Committee Terms of Reference (2022)

Page 23 of 23

6. Amendments

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

Approved by the GWI Board of Officers, June 2022

End of GWI Committee Terms of Reference Summary