

## **“Revised” CALL FOR NOMINATIONS FOR EXECUTIVE COMMITTEE MEMBERS (EC) OF AICS(ES)**

### **We Need YOU!**

Are you interested in joining the Executive Committee? Or know of someone who would make a great EC member? (If so, please forward this information to them.)

We are looking for AI members with the enthusiasm, commitment, and skills to run for election. We encourage applications from all qualified members from a diverse variety of backgrounds and perspectives.

### **What does the EC Do?**

- *Governance:* The EC manages and controls the affairs and business of the AICS(ES) on behalf of the membership of the organization. EC members implement decisions made by the Annual General Meeting (AGM) as well as provide leadership and general direction between AGMs.
- *Policy, Programs, and Finance:* The EC sets organizational policies and priorities, approves the planning framework and the allocation of resources (budget). This forms the bulk of the work for the EC. Much of this work is done through sub-committees of the EC, some of which include AI members and staff who are not EC members.
- *Oversight:* The EC ensures that the goals, objectives, and strategies contained in organizational plans are implemented and that the finances of the organization are properly planned and managed. This involves oversight of the work of the senior management (who in turn oversee the work of all other staff).
- *Representational and promotional work:* The EC represents Amnesty International to its own members, the public and the international movement.

Some EC members have specific functions by virtue of their position (that is, president, vice-president, treasurer, chairperson, secretary); however, all EC members actively contribute to the effectiveness of the Branch according to their skills and interests. The EC works in collaboration with members and staff and often undertakes consultations with other sectors of the Branch. Decisions are made by the full EC, with all members having an equal vote. We strive for an atmosphere of mutual support and respect.

New EC members receive an orientation to the organization and to the way that the EC functions. They are encouraged to choose a continuing EC member as a mentor. Child care and travel expenses while on AICS(ES) business are covered.

### **What positions are open ?**

The following EC positions are open for nomination: *President, Vice-President, Treasurer and two (2) Directors* (Please note the Chairperson, Secretary and three (3) Directors will be elected in 2013). All positions are for two years.

**DIRECTORS:** The Directors share in the ongoing work of the EC as described above. They are involved in EC Committees, Branch working groups and other Branch projects as their interests and time allow.

**PRESIDENT:** The President plays a leadership role in regards to the direction, role and functioning of the Executive Committee. S/he is an official spokesperson for the Branch, a delegate to the International Council Meeting (ICM), the primary volunteer contact with the Francophone Branch and the International Executive Committee and an ex-officio member of sub-committees.

**VICE-PRESIDENT:** The Vice-President works closely with the President in leading the work of the EC with a special focus on Branch membership issues. In the absence of the President, the Vice-president would take on duties of the President.

**TREASURER:** The Treasurer has overall responsibility for the financial well-being of the Branch. S/he ensures that proper financial records are kept and that the EC is informed of financial matters.

**Secretary (one year term):** The Secretary ensures that minutes are taken at AGMs and EC meetings but is not responsible for taking them. S/he has final responsibility for ensuring that they are accurate, and oversees the maintenance of the Branch Policy Manual.

If you would like more information or more detailed position descriptions, please contact any member of the EC Nominations Committee or Louise Mulvihill. Furthermore, if you would like to get in touch with a current or past EC member who is or was in a board position you may seek, contact a member of the EC Nominations Committee or Louise (see contact information below).

### **What skills and experiences are we looking for?**

First, you must be a member of AICS(ES) as of April 15, 2012 . This means that you must have made a financial contribution to AICS(ES) in the year preceding April 15, 2012.

Secondly, we are looking for a well-rounded person with a combination of skills and experiences. Here are some questions for you to think about. Please refer to these questions when filling out your nominations form.

1. *Are you committed to Amnesty's Vision and Mission?* Amnesty International's vision is a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. (For the full mission statement see [www.amnesty.ca](http://www.amnesty.ca))
  
2. *Are you able to work with other board members with integrity and with respect?* You must be willing and able to work collaboratively with other EC members who come from different identities, who may hold different world views from yours, and whose working style may be different than yours.
  
3. *We are looking for individuals with a combination of skills and experiences. Do you have some of the following skills or experiences to contribute to the EC? (Note: we DO NOT expect anyone to have all or most of the following skills or experiences. We DO want to have an EC team that collectively has all these skills.)*
  - Activist experience
  - Gender mainstreaming
  - Leadership experience, especially in the context of a grassroots, membership based organization
  - Team building and facilitation skills
  - Communications including public engagement, social media
  - Governance experience, especially in a non-profit, member based organization
  - A measure of ease with change and complexity and a willingness to help push the EC out of its traditional comfort zone
  - Business experience, for-profit or non-profit
  - International grassroots development
  - Financial management skills
  - Planning and evaluation
  - Human resources including organizational development, policies and procedures
  - Legal experience regarding charities and human rights law
  - fundraising
  
4. *Do you bring an alternate or diverse perspective to the EC?* We welcome individuals from diverse backgrounds to the EC. Can you bring an understanding of world views that are different from the dominant view in Canadian society? (These views can come from your own life experience as well as through other learning experiences.)

## **What is the time commitment?**

We hold three meetings that are two or three days in length, each year, on weekends. These meetings are in or near Ottawa. EC members need to attend the AGM, including the pre-EC meeting that happens just before the AGM itself. The 2012 AGM will start on Friday afternoon and end on Sunday.

Time commitments vary depending on committee work; responsibilities vary from about four hours to about two days per month in addition to the meetings noted above.

## **What can you gain from this experience?**

- the satisfaction of being able to contribute to human rights
- the opportunity to use and further develop your skills
- the opportunity to meet and work with a variety of interesting, committed people
- the opportunity to deepen your understanding of AI and its work
- a chance for you to make a unique contribution to the evolution of the Branch

For most EC members, serving on the EC is a positive and rewarding experience.

## **What are the next steps?**

All interested candidates must fill out the Nomination Form which follows this paper.

The final deadline for acceptance of nominations is **12:00 noon, Pacific Time, Friday June 15<sup>th</sup>, 2012**. However, you are urged to complete the nomination form accompanying this mailing **as soon as possible**. In order to allow our membership to consider the candidates, kindly put your name forward in time so that they can be posted on the website. These need to be received before April 6. Nominations received after April 6, 2012 will be distributed to participants at the AGM.

For more information, or to speak to an EC member, please contact a member of the EC Nominations Committee:

Renee Saviour ([rsaviour@amnesty.ca](mailto:rsaviour@amnesty.ca)) Margaret Flynn ([mflynn@amnesty.ca](mailto:mflynn@amnesty.ca))

George Harding ([gharding@amnesty.ca](mailto:gharding@amnesty.ca)) or:

Louise Mulvihill ([lmulvihill@amnesty.ca](mailto:lmulvihill@amnesty.ca)), the AGM Coordinator, can also provide you with more information.

## **AGM Expenses for EC Nominees**

EC nominees, like other members who plan to attend the AGM, may apply for a subsidy towards the AGM fee, transportation and accommodation. Applications for a subsidy must be submitted by April 6, 2012.

EC Nominees should book their return flights home from the AGM assuming they will be elected. Whether or not they are successful candidates, their post-AGM accommodation and meal costs will be paid for out of Branch funds. Nominees who do not make travel arrangements allowing them to remain in Vancouver for the post-AGM EC dinner meeting on Sunday evening, June 17<sup>th</sup> and who re-book will be personally responsible for covering the difference in their air fare.