**Nominations to IHEU Board 2018**

IHEU is seeking new Board members. Elections will take place at IHEU’s General Assembly in Auckland, New Zealand, Sunday 5 August 2018. This form must be returned by Thursday 21 June 2018.

There are three positions available on the IHEU Board:

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| **Treasurer** | The Treasurer is a Board Member who is elected directly by the General Assembly, as stipulated by Internal Rule 4.1.1.  You can find more information about the position of in the role and person specification below. |
| **Board Member (general) x 2** | If a nominee for a specific Board Member position is not elected, they will automatically be considered candidates for the general Board Member position. |

For more information on the Internal Rules and Bylaws of IHEU, see <http://iheu.org/about/organization/bylaws/>.

Only fully paid-up Member Organizations may nominate candidates, and the person being nominated must support the aims of IHEU. Nominees are required to submit a statement in support of their candidature (maximum 250 words). This statement will be circulated to the IHEU General Assembly.

The following information is provided to help candidates and those making nominations.

* The Board is responsible for ensuring that IHEU is managed in accordance with the policy and directives of the General Assembly.
* The term of office of Board members is three years.
* The Board meets at least four times a year to deal with current business, either in person or in a telephone conference call. Business may also be transacted by correspondence or by email.

Member Organizations should ensure that candidates are familiar with the work and activities of IHEU, and with the procedures of IHEU’s General Assembly through past attendance and participation. Candidates are expected to be present at the General Assembly where their election is to take place.

**IHEU Treasurer**

The overall role of the Treasurer is to maintain an overview of the IHEU’s financial affairs, ensure that proper financial policies and procedures are in place, and ensure that the Board is fully informed of the IHEU’s financial position.

In addition to the general duties of a Board member, the Treasurer is responsible for:

* Ensuring that appropriate accounting procedures and controls are in place
* Being assured that the financial resources of the IHEU meet its present and future needs
* Advising on the financial implications of the IHEU’s Strategies
* Overseeing the presentation of the budgets, accounts and financial statements to the Board
* Keeping the Board informed about its financial duties and responsibilities
* Ensuring that the IHEU has an appropriate reserves policy
* Ensuring that the IHEU has an appropriate investment policy
* Monitoring the IHEU’s investment management performance and ensuring its consistency with the IHEU’s values, policies and legal responsibilities
* Ensuring the IHEU’s compliance with financial legislation
* Being assured that equipment and assets are adequately maintained and insured
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies (e.g. Companies House and IRS)
* Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
* Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in an easily understandable way
* Contributing to the fundraising strategy of the IHEU

**Treasurer Person Specification**

In addition to the specification for Board members, the Treasurer needs to have:

* Experience of Boards and Board work
* Financial qualifications and/or experience
* Some experience of charity or non-profit finance
* The skills to analyse proposals and examine their financial consequences
* Willingness to make unpopular recommendations to the Board
* Willingness and ability to be available to staff for advice and enquiries on an ad hoc basis

**Nomination for IHEU Board**

**Election at IHEU General Assembly in Auckland, New Zealand, Sunday 5 August.**

|  |  |
| --- | --- |
| **Candidate:** | |
| **Nomination for the position of (delete as appropriate):** | * **Treasurer** * **Board Member (general)** |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone number (with country and city codes):** |  |
| **Candidate is a member of:** (state the name of the IHEU Member Organization) |  |
| ***OR*, candidate is an Individual Supporter:** |  |
| **I agree to my name being put forward as a candidate for the Executive Committee of the IHEU.** | |
| **Name** | **Signature** |
| **Personal statement (max 250 words):** | |
|  | |

**This form must be returned by to** [**office@iheu.org**](mailto:office@iheu.org).

**Code of Conduct for IHEU Board Members**

**1. Selflessness**

Board members have a general duty to act in the best interests of the IHEU, putting aside their own political and ideological opinions. They should not act in their capacity as Board members to gain financial or other material benefits for themselves, their family, their friends or any other organization with which they are involved.

**2. Integrity**

Board members should:

* Act at all times with honesty, openness and integrity.
* Not place themselves under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their role as Board members, other than as fully disclosed in their electoral statement or prior to any relevant Board discussions
* As well as avoiding actual impropriety, avoid any appearance of improper behaviour
* Avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement concerning the donor or its interests in relation to the IHEU.

**3. Objectivity**

In carrying out their role, including making staff and Board appointments, awarding contracts or transacting other business, Board members should ensure that decisions are made solely on merit in relation to the Values and Aims of the IHEU.

**4. Accountability**

Board members:

* Have a duty to be accountable to the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the IHEU
* Are accountable for their decisions and actions to the members of the IHEU and must submit themselves to such scrutiny as the Board considers appropriate to their role

**5. Openness**

Board members should:

* Ensure that confidential material, including that about individuals, is handled with due care
* Be as open as possible about their decisions and the action they take, giving reasons for their decisions and restricting access to information only when the wider interest clearly demands
* Declare any interest that they have in any matter to be considered by the Board, whether pecuniary or due to their involvement in any other organization
* Conduct the business of the Board with a presumption of rational argument based on evidence, openness and full disclosure according to the Values and Aims of the IHEU

**6. Leadership**

Board members must respect:

* The agreed working practices between the Board and the executive team
* The executive management reporting structure
* The different roles of staff and volunteers

**7. Humanism**

The Amsterdam Declaration 2002 is used as IHEU’s working definition of Humanism. Board members are expected to acquaint themselves with this declaration.

Board members are also expected to have an understanding and commitment to issues of equalities and diversity.

**8. Collective Responsibility**

Board members must respect and abide by collective responsibility. All Board members must publicly support all decisions once those have been agreed by the Board.

**9. Participation**

Board members are expected to participate fully and actively in Board meetings, offering suggestions, opinions and analysis.