



The INGID Election Committee (EC)

General Responsibilities for the EC

The Election Committee should feel that they enjoy the work and contribute to the work of INGID. To be able to achieve that it is very important to understand the own role and responsibilities that follow with the position to one has been elected. The EC member must also know and understand the roles and responsibilities of the Board members and the President.

Members of the EC should work as a team, utilising each other's strengths. It is in the best interests to uphold the reputation of INGID.

Activities for the EC will be carried out in accordance with the INGID Constitution and the agreed document "Role of the INGID Election Committee" (2016) protecting the interests of INGID. The EC will understand the structure and function of INGID and its relationships with other organisations. They also will, if needed, participate to fulfil the objectives of INGID ensuring that the organization is projected as a positive and innovative organisation to its members, the public and external organisations.

The EC is also, like the Board, part of the governance of INGID. There should be a close communication between the EC and the Board. However, the EC is neutral and independent in relation to the Board. It is therefore not possible to be both a member of the EC and a member of the Board.

The specific responsibilities of the Election Committee

- To be responsible for the election process
- To organize the agenda for the election at the GM
- To communicate with the Board and the INGID members regarding the election
- To be independent and fair with members of the Board
- To the Board establishing short- and long-term plans and strategies for INGID

The Role of the Election Committee

The Election Committee is the "executive arm" of the members to nominate names of INGID members so they can be considered for possible election to any position of the INGID Board, or other vacancies within the various committees within INGID, and to make possible changes within the Board that the members consider necessary. The EC consists of three people



elected by the INGID members at the General Meeting and will be represented by its chairman, who arranges EC meetings when needed, and managing and supervising the election.

The task for the EC is to nominate candidates for the Board and for the EC itself. The work begins 4-6 months prior to General Meeting with the EC having an initial meeting to arrange the election agenda to ensure the process will proceed smoothly.

The EC members will then contact the Board members individually to evaluate the collaboration within the Board over the last 2 years. Examples of questions put forward can be: working load, target achievements, fulfilled requirements, working climate and/or well-functioning INGID Board. The responses are strictly confidential and only discussed among the members of the EC.

Board Members or members of the EC whose term of office has been completed are being asked to consider standing for re-election. However, if the interviews above have alleviated re-election issues the EC may suggest that it would be better to ask a person not to remain in their role, or even step down from a position before a term is up. The EC will have the overall decision on this process. Any such contact with a Board member or EC member will be organized by the EC.

Once the list with suggested nominees for election to the Board, EC or other positions is complete the list will then be forwarded to the INGID Board 6 weeks before the next GM.

The Board has no authority to alter the list before discussing with the EC. Any changes should be agreed with the EC and done by the latter. The suggested candidates for election or re-election will be distributed by the EC to all INGID members. Every INGID member is welcome to contact the EC directly via e-mail.

The Board members should be nominated for election in such a way that at least 50% of them are elected every other year. The Election Committee will highlight the vacancies available for each role. INGID members can put themselves, or anyone else, forward as a possible candidate for any given position. Therefore, the EC request a personal profile plus CV of the candidate, why they want to become a member of the Board, EC or other vacancies and in what way the member can contribute to the development of INGID. The EC may ask for references from the candidates from previous similar position as they are now applying for.

The election takes place as an online election. The invitation for this election will be sent out 4 weeks before the GM from the EC and finishes 2 weeks before the GM. Having an online



for Immunodeficiencies

election makes it possible for INGID members that are unable to attend the GM to have the possibility to vote. At the GM, the EC will present the results of the online elections and introduce the newly elected members.

The Election of the Election Committee

The EC has a significant influence on the development of INGID. It is therefore important that the three members currently in post have an in-depth knowledge about INGID as an organization, its history and ultimate goals. Also, the geographical representation of the members of the EC should be taken into consideration. Members for the EC are being elected at each GM for a 4-year period but in longest term for 12 years. One of the three EC members is elected the convener. The EC puts forward the positions for the members to consider. If members are interested in becoming a member of the EC they are encouraged to get in contact with EC during the months before the GM.

According to the constitution the EC should take geographical representation into considerations. Therefore, it is not essential for any member of the EC to have English as their first language and other members need to be appreciative if English is not the first language. It is also important to be flexible and understanding of different time zones for the meetings.

Ann Gardulf

Gaby Strotmann

Sarita Workman