



To: Member Organisations
From: Allan Päll, Secretary-General
Date: 20 August 2014

Re: Nominations for Board & Financial Control Commission

Dear Friends,

At the General Assembly on 20-22 November 2014, we will be electing a new Board for the European Youth Forum. The positions for election include the President, two Vice-Presidents and eight Board members – with elections taking place in that order. At that time we will also be electing a new Financial Control Commission (FCC), composed of four representatives of Member Organisations.¹

As per Article 4.3.2 of the European Youth Forum Statutes the Board shall have the following powers:

- *to define the overall strategy in accordance with the organisational mission, adopted work plan and guidelines of the General Assembly and policies determined by the Council of Members;*
- *to prepare meetings of the statutory bodies and working structures;*
- *to be responsible for the finances and budgetary matters, securing financial integrity;*
- *to ensure the measurement of performance and overseeing the implementation of the work plan;*
- *to select the Secretary-General, supervise and evaluate their work;*
- *to ensure external representation;*
- *to maintain contact with and between the members;*
- *to participate, if desired, to all meetings of the Forum and speak at those meetings;*
- *to constitute the non-permanent working structures.*

As per Article 4.4.2 of the European Youth Forum Statutes the Financial Control Commission shall have the following powers:

The Financial Control Commission is responsible for the internal audit of the finances of the Forum. It shall act in advisory capacity to the Board, Council of Members and the General Assembly on the allocation of existing resources in line with the strategic priorities and the work plan, as well as the identification of new resources. It will present a written report to the Council of Members and to the General Assembly with regard to the annual budget and to the accounts of the Forum.

¹ There will be two elections for the Board - one for each of our two legal identities: the European Youth Forum and the Forum des Organisations européennes de la Jeunesse. We will therefore first elect the Board and FCC of the European Youth Forum and then those of the other platform. Each nomination received and elected for the European Youth Forum Board is automatically a nomination for the Board of the Forum des Organisations européennes de la Jeunesse, (where applicable).

Nominations for these positions are now being welcomed from Member Organisations, who are encouraged to submit nominations in both English and French. The list of candidates nominated will subsequently be posted on the Intranet section of the Youth Forum website, and all nominations will be sent the latest to Member Organisations in a General Assembly mailing by 21 October.

The statutory deadline for nominations to reach the YFJ Secretariat is **5 October 2014 at 23:59 CET (Brussels time)**.

Nominations

We remind you that each candidate must be **nominated by** at least one organisation that is a **full member** of the European Youth Forum enjoying all the rights according to its membership status, and that all candidates must be present at the General Assembly. Furthermore, if the candidate intends to stand for more than one Board post – i.e. if the candidate is not elected for a given post and wishes to stand for another, in a subsequent election – this should be indicated in the nomination letters.

One Vice President and four Board Members are elected from International Non-Governmental Youth Organisations (INGYOs), one Vice President and four Board Members are elected from National Youth Councils (NYCs). A balance between NYC and INGYO should be maintained, unless post(s) remain vacant. Two members of the Financial Control Commission will be elected from INGYOs and two will be elected from NYCs.

For the election of the eight Board Members and the Financial Control Commission Members, there may be a second call for candidates if the post(s) are not filled in the first round of elections. If the post(s) are not filled following the second round of elections the post(s) remains vacant. For the posts of President, Secretary-General and Vice-Presidents further calls for candidates are made until the positions are filled.

Members can nominate several candidates for different working structures within one mandate. Due to its independent nature, any member of the Financial Control Commission shall be nominated by a different Member Organisation than the Member Organisation who nominated the candidates elected to the Board.

In addition, the Statutes (Article 4.4.1) exclude possibility for Board members of the European Youth forum to be nominated for Financial Control Commission in the immediately after their Board mandate. In other words, anyone who has held or holds a position of the Board in the mandate 2013-2014 cannot be nominated for FCC for the mandate of 2015-2016.

For any election or nomination where more than 60% of the candidates are from the same sex the call for additional candidates of the underrepresented sex will be opened for 10 calendar days.

For each candidate the following documentation should be submitted to the YFJ Secretariat:

- A letter on official headed paper from the organisation nominating the candidate, stating the position(s) for which the candidate is being nominated, with a stamp of the nominating organisation;
- A letter from the candidate officially certifying that s/he accepts the nomination(s);
- A letter of motivation from the candidate;

- Curriculum Vitae of the candidate.

All documents must be submitted to the Youth Forum Secretariat by post or by email (to governance@youthforum.org) in doc and/or pdf format.

Mandate

The mandate of the Board elected at the General Assembly in November 2014 will run from 1 January 2015 to 31 December 2016.

The European Youth Forum Secretariat will also set up an online platform that allows for space for candidates to introduce themselves and their ideas on an equal basis. Furthermore, there will be official space given to all candidates to present them at the General Assembly in Cluj-Napoca. We welcome all ideas on how to improve the election process, to best ensure visibility and space for the candidates and member organisations to exchange views in an open way.

Attached you will find a description of the desired qualities for the candidates, along with an estimation of the commitment required. If you require any further information, please do not hesitate to contact the Secretariat.

We thank you for your attention, and look forward to receiving your nominations.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Allan Päll', written in a cursive style.

Allan Päll
Secretary-General

DESIRED QUALITIES AND ESTIMATED COMMITMENT FOR THE POSTS OF

President
Vice-President
Board Member
Financial Control Commissioner

PRESIDENT

- Experience and good knowledge of the Youth Forum, youth work issues and on the functioning and relevant work of the European Union, the Council of Europe and the United Nations.
- Ability to chair Board meetings, the Council of Members and the General Assembly.
- Ability to co-ordinate the work of the Board and of the Youth Forum in general.
- Ability to be the key external representative of the Youth Forum, and therefore possess high skills in public speaking and presentation.
- Ability to prepare meetings in consultation with the Secretariat, draft documents and reports, etc.
- Availability to attend a minimum of 25 meetings per year, (on average 2–3 days each) on weekends or weekdays - and be available on other occasions on an *ad hoc* basis.
- Commitment to devoting time and energy to the Youth Forum, and to accept the responsibilities conferred by the members.
- Fluency in English or French and preferably knowledge of the other language.
- Availability to travel extensively.
- Candidates cannot turn 36 years of age during the term of the mandate of the Board (1 January 2015 - 31 December 2016).

VICE-PRESIDENTS

- Experience and good knowledge of the Youth Forum, youth work issues and on the functioning and relevant work of the European Union, the Council of Europe and the United Nations.
- Ability to co-chair Board meetings, the Council of Members and the General Assembly – and to chair Commission or working meetings in a particular field.
- Ability to co-ordinate the work of the European Youth Forum with regards to the two constituent pillars of the organisation (National Youth Councils and International Non-Governmental Youth Organisations).
- Ability to prepare meetings in consultation with the Secretariat, draft documents and reports, etc.
- Ability to be one of the key external representatives of the Youth Forum, and therefore possess high skills in public speaking and presentation.
- Availability to attend around 20 meetings per year (on average 2–3 days each), on weekends or weekdays - and be available on other occasions on an *ad hoc* basis.
- Commitment to devoting time and energy to the Youth Forum, and to accept the responsibilities conferred by the members.
- Fluency in English or French and preferably knowledge of the other language.
- Availability to travel extensively.
- Candidates cannot turn 36 years of age during the term of the mandate of the Board (1 January 2015 - 31 December 2016).

Board MEMBERS

- Experience and knowledge of the Youth Forum, youth work issues and on the functioning and relevant work of the European Union, the Council of Europe and/ or the United Nations.
- Ability to chair and facilitate working meetings.
- Ability to prepare meetings in consultation with the Secretariat, draft documents and reports, etc.
- Ability to be one of the key external representatives of the Youth Forum, and therefore possess high skills in public speaking and presentation.
- Availability to attend around 20 meetings per year (on average 2–3 days each), on weekends or weekdays - and be available on other occasions on an *ad hoc* basis.
- Commitment to devoting time and energy to the Youth Forum, and to accept the responsibilities conferred by the members.
- Fluency in English or French and preferably knowledge of the other language.
- Availability to travel extensively.
- Candidates cannot turn 36 years of age during the term of the mandate of the Board (1 January 2015 - 31 December 2016).

FINANCIAL CONTROL COMMISSIONER

- Experience and knowledge of the work of the European Youth Forum.
- Experience in the leadership or management of a youth organisation is highly desirable.
- Knowledge of accounting and budgeting, in order to oversee the execution of a budget of 3 million euro.
- Ability to conduct an internal audit and advise the Board and Council of Members on financial issues.
- Availability to attend at least two meetings of the Financial Control Commission in Brussels per year (on average 2 days each), on weekends or weekdays as well as possibility to attend meetings of the Council of Members.
- Fluency in English or French and preferably knowledge of the other language.
- Candidates cannot turn 36 years of age during the term of the mandate of the FCC (1 January 2015 - 31 December 2016).