



IAP2 International Board of Directors

Position Description

Background

Founded in 1990, IAP2 is an international federation of affiliates whose members who seek to promote and improve the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations throughout the world.

The Federation of International Association for Public Participation (“IAP2”), a Colorado, USA 501(c)3 non-profit corporation, is a federated organization with separate independent non-profit corporations in multiple jurisdictions that operate pursuant to affiliation agreements with IAP2 (Affiliates).

IAP2 is a global membership organization (natural persons and/or organizations). Members of an Affiliate are also members of the global body, and members have voting rights in both spheres.

Individuals elected from the Affiliate memberships comprise the International Board of Directors. At present there are established IAP2 Affiliates in Australasia, Canada, Indonesia, Southern Africa and the United States, and an affiliate forming in Latin America.

Functions of IAP2 International

The functions of IAP2 International are currently being guided by the IAP2 Governance Framework, which was endorsed by the Federation Board in May 2019. Broadly, these include:

- Establishing high level policies, criteria and standards for IAP2 globally.
- Stewardship of the IAP2 brand.
- Advancing the practice of public participation at a global level through advocacy and research.
- Nurturing and formally approving the creation of new regional bodies of IAP2.
- Maintaining a catalog of IAP2 products and services globally, including responsibility for a global learning pathway.

IAP2 International Organisation Structure

GOVERNING BOARD

The IAP2 International Board consists of Directors elected by the members. It is a volunteer-board responsible for the strategic leadership and governance of the International organisation.

STAFF

The International Board is supported by paid staff (part-time, independent contractors). Current roles include Executive Manager, Engagement & Project Coordinator and Finance Manager. The Executive Manager reports to the Board and is responsible for overall management of the operations and

execution of the strategic priorities of the International Board. The other staff positions report to the Executive Manager.

BOARD COMMITTEES

The IAP2 Federation Board has established formal committees of the Board, including the

- Executive Committee
- Committee of Regional Chairs
- Advocacy and Emerging Practice Committee
- Global Practice Development Committee

These are governed by the International Bylaws and a Terms of Reference. The International Board has the authority to review these committees and convene others as needed. Staff are assigned to provide administrative support.

TASK FORCES

Task forces have been established to support the strategic priorities set out in the 2020-2022 Strategic Plan. Current task forces include Diversity, Equity and Inclusion.

Roles and Responsibilities of the International Board

The role of the IAP2 International Board is to set the organisation's strategic direction, ensure the delivery of its objectives, and uphold its values.

The responsibilities of the Board include;

- Drive a collegiate global IAP2 vision and culture, balancing strong international with strong regions
- Advocate for IAP2 and P2 practice globally
- Strategic leadership of the international change project
- Set and drive global DEI strategy framework and priorities
- Create, monitor, and ensure alignment with the vision, mission, and values of IAP2
- Oversight of governance, policies, plans, and budgets to advance organisational objectives, and monitor compliance and performance against them
- Set and maintain a framework for delegation of authority
- Promote a collaborative and inclusive Board culture, support Board development, routinely monitor, and annually evaluate Board performance
- Hire, manage, and evaluate the performance of executive staff

International Board Directors

COMPOSITION

The composition of the International Board will be as set out in the current International Bylaws (Article 4).

Number and Representation

- International Board will be composed of people elected from the membership of Affiliates.
- The number of Directors from each Affiliate shall be determined by the International Board.
- Annually, the Board will formally review the Board size and representation structure.

Term of Office

Directors will be elected to serve a 3-year term, not to exceed 2 consecutive terms in office, or until their successors are elected and duly qualify, or until a director dies or resigns or is removed as provided by the bylaws of this corporation. The terms of the directors will be staggered, such that a similar proportion of terms expire each year. Regular terms of office run concurrent with the calendar year.

Regions must meet the criteria set out in the International Bylaws, Article 3 in order to participate in the 2022 election.

2022 ELECTION

The International Board shall consist of two (2) directors from each established Affiliate with staggered terms in alignment with the principles of diversity, continuity and equality.

In this election cycle, the following positions are up for election:

- One delegate each from Australasia, Canada and USA for a 3-year term (2022-2024)
- One delegate from Indonesia for a 2-year term (2022-2023)
- One delegate from Southern Africa for a 3-year term (2022-2024).

Elections may be held at different times in different regions with the start date of the new board Director being January 1 of the next calendar year.

CRITERIA FOR NOMINATION

Nominees must be voting members of IAP2 and must reside in the region in which they are nominating.

Nominees must have suitable qualifications, skills and experience to discharge the functions of a Director.

To avoid jurisdictional conflicts of interest, it is intended that Directors of the International Board will not simultaneously be Directors of regional boards.

It is intended that this criteria be reviewed by the International Board on an annual basis.

APPOINTMENT

Voting members of each region will determine the appointment of regional Directors through competitive election. Regions will hold their own election processes according to their own governing agreements and election schedule.

Directors of the International Board shall be announced by December 1 and will take office January 1 of the next calendar year.

The Board will select its own officers and the Executive Committee members will take office from the first meeting of each calendar year.

Board Code of Conduct

BOARD ACTIVITY

As a member of the Board, each Director will;

- Understand and support the organisation's purposes as defined in the bylaws and strategic plan
- Function as part of one policy-making body to care for, manage, and control the organisation
- Recognise that only the full Board has the authority to bind the organisation
- Exercise good judgment, act with integrity, and respect confidentiality
- Use one's abilities, experience, and influence constructively and be available to the Board as a resource
- Understand and respect the difference between governing and managing
- Abide by all adopted board policies
- Volunteer for, and willingly accept assignments, and complete them thoroughly in a timely fashion.

COMMUNICATION

As communication is fundamental to Board effectiveness, each Director will;

- Participate fully and frankly in the deliberations and discussions of the Board
- Encourage free and open discussion of the affairs of the organisation by the Board and its members
- Ask probing questions focused on strategy, policy, and the strategic plan
- Respectfully engage staff in monitoring organisational performance
- Build collegial relationships with other Directors, staff, and volunteers
- Use every opportunity to inform others about the organisation
- Attend as many meetings as possible
- Represent the Board and the organisation professionally when dealing with the media, the public, or other organisations.

MEETINGS

Meetings of the International Board shall be held at such times and places as the Board may determine. Meetings are generally held monthly and special meetings may be called as needed. Directors may participate in a meeting in person, by telephone, or by other electronic means (i.e. Zoom). Directors may be required to travel internationally and should be prepared and available to do so.

COMPENSATION

Board Directors do not receive compensation for their services. Their contributions are voluntary. However, Director travel and accommodation for face to face board meetings is covered by IAP2 International.

Approved by the IAP2 International Board, 3 June 2021



NOMINATION FORM FOR IAP2 INTERNATIONAL LTD DIRECTOR

Section 1

To be signed by the Proposer and signed by the Seconder – both of whom must be financial IAP2 Australasia members.

I _____ (Proposer's name) and

_____ (Seconder's name)

wish to nominate _____ (candidate) for the role of DIRECTOR with

IAP2 International Ltd.

Signed: _____ (Proposer)

Signed: _____ (Seconder)

Date: ____/____/2021

Section 2

To be completed by the Candidate.

I consent to this nomination for the role of DIRECTOR with IAP2 Limited Limited. I declare:

- I have read the Board Charter, By-Laws and Policies.
- I am a voting member and have been a member for at least the last 12 months.
- I am a member of the Company or an employee of a corporate member.
- I can demonstrate that I can meet the expected criteria.

Signed: _____(Candidate)

Date: ____/____/2021

Name: _____ (Candidate)

Residential Address:

Email: _____ Phone: _____

This information will be provided to the membership to help in the election process.

Candidates, please complete a short statement about yourself in 100 words or less.

Demonstrate the ability to understand and execute key functions of a director in 300 words or less, such as:

- Create, monitor, and ensure alignment with the vision, mission, and values of the organisation
- Establish policies, plans and budgets to advance organisational objectives, and monitor compliance and performance against them
- Ensure adherence to governing laws
- Ensure strong fiduciary oversight and financial management, fundraising and resource development
- Set and maintain a framework for delegation of authority
- Safeguard the image and good name of the organisation
- Promote a collaborative and inclusive Board culture, support Board development, routinely monitor, and annually evaluate Board performance
- Hire, manage, and evaluate the performance of executive staff.