

1. Title

Servas International Nominations Team

2. Purpose

Recruiting candidates, organising and conducting the elections during the GA. Keeping the Job Descriptions updated.

3. Scope and Responsibilities

- Recruit and list candidates available for positions in SI for the next term.
- Organise the elections prior to the SIGA and make the information available on the website for full transparency.
- Conduct the elections during the SIGA.
- Collect input from all SI roles and update the Job Descriptions.

4. Authority

What decisions the committee can make, and what must be escalated:

The SI Nominations Team works for the SIGA. Decisions made by the team are how to communicate and recruit candidates; how to conduct the elections within the boundaries of the election procedure.

Fundamental changes to the procedures would have to be escalated and be accepted by the SIGA.

5. Membership

- Who's on the team (roles): A convenor, as appointed by SI Exco, plus 2-4 members, as appointed by SI Exco on the recommendation of the convener. Continuity among the members helps ensure that the nominations and elections are conducted according to the statutes and procedures. Technical skills are important due to communication on the website and online elections. Members should represent age groups widely to ensure targeted communication. National secretaries who are delegates at the SIGA are disqualified.
- How members are chosen (elected and/or appointed): Appointed
- Term lengths: For the length of the appointment.

6. Meeting Procedures

- Frequency of meetings: Few meetings during the first two years and very active in the third year as preparation for the GA. During the election year, the team will meet approximately once a month, and up to every two weeks close to the GA.
- Quorum requirements: Majority of members present.

Nominations Team Mandate Document

- Decision-making process (e.g., consensus, voting): Decisions are usually made by a consensus. In case consensus can't be reached during meetings, a majority of members present make the decision.

7. Funding

Annual budget of anticipated expenses: No budget required for the running of activities. The Nominations Team uses the SI website and google group/drive. No travel required during the term. Participation of at least one member in the SIGA is necessary.

Who approves the budget (SIGA or SI Exco): SI Exco.

Financial report duties: Report expenses for travel to SIGA.

8. Reporting

Who the committee reports to and how often.: SI President. The team reports yearly. The team reports any ad hoc activity during the first two years of the term. During the third year of the term, the team is in close contact with SI Exco about the website, communication, timetable, planning etc.

During the term, SI Exco will inform about changes of personnel (roles/positions) in committees to ensure that the nominations team has up-to-date information to work from.

9. Review and Amendments

This document will be reviewed and amended periodically, as necessary, with input from the SI-Nominations Team itself. Any changes will be presented to SI-Exco for approval at one of their meetings.