

2023-2025 NCD Alliance Board of Directors and President-Elect

Frequently Asked Questions

Updated January 2023

As defined by its Constitution, the NCD Alliance convenes every two years a meeting of the General Assembly which elects the NCD Alliance President-Elect and the Board of Directors.

In 2023, the General Assembly meeting will be held virtually on Wednesday 17th May 2023 (the week prior to the World Health Assembly), where the NCD Alliance President-Elect and Board of Directors for the term 2023-2025 will be elected by our membership.

The President and NCD Alliance Board of Directors provide governance, leadership and strategic direction to NCD Alliance and all its activities, steering the growth and safeguarding the reputation and success of the organisation. The Board is composed of 14 voting members, including the President who assumes the Chair of the Board of Directors and the President-Elect who is an ex-officio member of the Board for two years preceding his or her term as President.

Below is a detailed Frequently Asked Questions (FAQ) for the nomination and election process of the NCD Alliance Board and President-Elect. It includes a comprehensive overview of the whole process, covering the following four main areas:

- A. Background information about the NCD Alliance President, President-Elect and Board.**
- B. The nominations and shortlisting process.**
- C. The General Assembly meeting and voting process.**
- D. Timelines for the process.**

A. Background information about the NCD Alliance President, President-Elect and Board of Directors:

1) What are the roles and responsibilities of the President-Elect and Board of Directors?

- Please see the Terms of Reference for the [Board of Directors](#), which clearly outlines the roles, responsibilities and obligations of the role.
- The President-Elect (a position that was introduced in 2021 following a constitutional change) serves as an ex officio Board member for two years preceding his or her two-year term as President, enabling the individual to gain experience of the Board and the organisation overall, and have sufficient time to prepare for their Presidency. His or her obligations while as President-Elect are outlined by the [Terms of Reference for Board](#), and the [ToRs for President](#) are also included here for information.
- It is important to note that President-Elect and Board Members are elected as individuals to represent the entirety of NCD Alliance's membership, rather than as representatives of their own organisation.

2) How many seats on the Board are up for election at the 2023 General Assembly meeting?

- The NCD Alliance Board is composed of 14 seats, including the President and President-Elect. At the 2023 General Assembly meeting, there are 8 seats for Board of Directors up for election, as well as the President-Elect.

- 1 incumbent Board Member has served two terms and can therefore not run for a third term as a Board member in 2023. All other incumbent Board Members are in their first term and therefore are eligible to run for another term if they so wish.
- The permanent seats of the Founding members are not up for election by the NCDAs General Assembly. These are appointed by the Founding Federation members. The names of the appointed Founding Federation representatives for the term 2023-2025 will be shared with NCDAs members ahead of the General Assembly, so that members can take this into consideration when voting for the remainder of the Board and President-Elect.

3) What is the length of term for Board Members and President-Elect?

- The term for Board Members and President-Elect is for a period of two years (2023-2025), beginning from the close of one meeting of the General Assembly and expiring at the close of the next General Assembly meeting.
- Board Members can serve a maximum of two terms (four consecutive years), not including a term as President.
- The President can serve for only one term of two years.

B. The nominations and shortlisting process:

4) How will the nominations and shortlisting process for President-Elect and Board work?

- NCDAs will call for nominations for President-Elect from our Founding and Full members; and nominations for Board of Directors from our Founding, Full and Associate members. The call will include the Terms of References for the roles, as well as the [Nominations Policy](#) for full transparency.
- Members wishing to nominate a candidate for President-Elect or Board must fill in an online Nomination Form. This will include a CV of the candidate and a brief statement of why this candidate is proposed. For any questions related to the Nominations Form, please contact generalassembly@ncdalliance.org
- Upon submission of the Nomination Form, both the nominator and the nominee will receive a confirmation email, to ensure the candidate is willing to be nominated and take on this role.
- All nominations will be reviewed by the NCDAs Board Nominations Committee, chaired by the NCDAs President (Anne Lise Ryel) and includes a Past President (Jose Luis Castro), a current Board Member not running for re-election (Liesl Zuhlke), a Founding or Full member representative (John Kelly), and the CEO (Katie Dain) acts as an ex-officio member. The Nominations Committee will use a selection criteria to shortlist the candidates (see below).
- The slate of shortlisted candidates will be presented to the NCDAs membership for consideration, prior to the NCDAs General Assembly meeting.

5) Who can and cannot nominate and be nominated for the NCDAs President-Elect and Board?

- Board candidates can be nominated by NCDAs Founding, Full and Associate members.
- Candidates for President-Elect can be nominated by NCDAs Founding and Full members (not Associate members).
- Members should nominate individuals to the positions of President-Elect and Board that they deem meet the criteria set out below, are equipped to undertake the roles and responsibilities set out in the Terms of Reference, and are well positioned to provide governance, leadership and strategic direction to NCDAs to support its growth. In this regard,

Members can nominate an individual from their own organisation or any individual at large that would fit this role.

- Whilst there is no limit to the number of nominations that can be made by members for President-Elect or Board positions, members are strongly encouraged to keep their nominations to one candidate.
- Candidates for President-Elect and Board have to be nominated by a member organisation (e.g. they cannot be self-nominated).
- Candidates for President-Elect and Board must be aware of and consent to their nominations.

6) How will the candidates for Board and President-Elect be shortlisted?

- The NCDA Board Nominations Committee will meet in person on 12th March to review the nominations.
- The Nominations Committee will review the nominations for President-Elect and Board, and based upon the set of criteria outlined in the Nominations Policy and below, put forward a slate of shortlisted candidates to the General Assembly.
- The Committee will prepare one slate of Board Members for election at the NCDA General Assembly meeting; and a separate slate for the President-Elect.
- A set of criteria will be used by the Nominations Committee to shortlist the candidates for Board and President-Elect (see below).

7) What criteria will the Nominations Committee use to select appropriate candidates for Board of Directors?

- Have history and proven track record with NCDA or one of the federations, and possess a firm understanding of the scope, work and mission of NCDA.
- Be a representative from civil society (NGO, academia, professional society, patient group).
- Have experience of working at the global level.
- Be a recognised expert in their field.
- Have strong skills in one/more of the following fields - governance, financial management, public relations, membership engagement.
- Have international board experience.
- Be willing and able to actively represent NCDA and its members.
- Commit to attend all NCDA meetings of the Board of Directors.
- Be willing and able to contribute positively to the decision-making process of the NCDA Board and Board Sub-Committees on which they have agreed to serve.
- Have no ties to alcohol, tobacco and nicotine, ultra-processed and HFSS foods and beverages, fossil fuel extraction, and arms industries.
- Not have served as NCDA Board Member for the last two consecutive terms, or as President for the last term.

8) What criteria will the Nominations Committee use to select appropriate candidates for the President-Elect?

- Meet the criteria for candidates to the Board of Directors described above.

- Have a proven track record in leadership, representation and communication at the highest level.
- Have a proven track record in NCDs at the global level.
- Have been actively involved within NCDA, supporting its mission and activities, and ideally for President been a member of the Board of Directors previously.
- Have the ability to be neutral and act in the common interest of NCDA and the wider NCD community.
- Have never served as NCDA President before.

9) What else will the Nominations Committee consider in developing the final list of candidates to be presented to the NCDA members prior to the General Assembly?

- A slate with a good range of skills (e.g. financial management, governance, member engagement, and public relations).
- An appropriate regional mix.
- Sensitive to gender balance.
- Reflecting the different sectors of the membership (e.g. diseases/conditions, risk factors, health systems, national/regional NCD alliances, academia, etc).
- Continuity in the Board of Directors, to avoid all existing Board Members rolling off at the same time.
- A mixture of candidates interested in serving one or two terms.

In addition, although not a constitutional requirement, the Committee will also seek to include:

- At least one person living with an NCD.
- At least one representative from a national/regional NCD alliance.

The Nominations Committee may organise conversations with candidates for President-Elect, in order to assess suitability of candidates for the role and ensure the Nominations Committee are fully aware of their background and experience.

10) How many names will be on the slate?

- The Nominations Committee will prepare one slate of up to 16 Board Members for election at the NCDA General Assembly.
- The Committee will prepare a separate slate for the President-Elect, which will include a small number of candidates.
- The 4 permanent seats of the Founding members are not up for election at the NCDA General Assembly. As per the Constitution, each Founding member appoints a designated individual as a member of the Board of Directors. Such individual must be a senior representative of the Founding member organisation.

11) When does the slate of candidates for President-Elect and Board get announced?

- After the Nominations Committee has developed the final list of candidates, selected candidates have one week to confirm their willingness to be put forward in the election process.

- The slate of candidates will be announced to all NCDA membership at the end of March 2023.

12) How do candidates promote their candidatures?

- All confirmed candidates will be asked to complete an electronic form to build up their public profiles. When completing the form, candidates will need to provide a passport photo and answers to the following questions (min. 150 words / max. 250 words).
 - *Why would you like to be on the NCDA Board of Directors?*
 - *What makes you a good candidate for the NCDA Board of Directors?*
- In addition, candidates will have the option to make a short video to promote their candidacy. Guidelines on this to follow.
- NCDA will use the information gathered from the form to develop all the promotional material for the General Assembly meeting including:
 - The ballot forms.
 - Profiles on the NCDA website.
 - The candidates' profile booklet and candidate videos.
- The electronic version of the candidates' profile booklet will be shared with NCDA members as of end of March 2023.

C. The General Assembly meeting:

13) How will the NCDA General Assembly be convened?

- As per the NCDA Constitution, the General Assembly will be convened every two years. The last General Assembly was held in May 2021, and the next one is scheduled for 17th May 2023.
- As per the changes made to the NCDA Constitution in August 2020, the General Assembly can be held either in-person, hybrid or as a virtual videoconference meeting. The Board has decided the General Assembly in 2023 will be held virtually, in the same format as 2021.
- A meeting of the General Assembly will be convened by a written notice by e-mail from the NCDA President to NCDA Founding, Full and Associate members sent 60 days prior to the date of the meeting.
- A provisional agenda and terms of participation will be circulated ahead of the General Assembly convening.

14) Who will vote for the President-Elect and Board of Directors?

- Only NCDA Founding and Full members are entitled to vote. Associate members are not entitled to vote, as per the Constitution.

15) When will the voting take place?

- On the day of the General Assembly, via an online voting platform. The same process to 2021 is being taken, with voting opening early on the day of the GA meeting and closing during the meeting itself, to ensure members from all time zones have time to vote. More information on the voting system and process will follow.

16) How many members of the Board of Directors will be elected?

- 8 Members of the Board of Directors will be elected by the General Assembly.
- 1 President-Elect will be elected by the General Assembly.

17) How will the voting be conducted?

- Further information will follow on the voting system and process.

18) What if a member cannot attend the General Assembly?

- All members will be able to vote by e-voting. More details on the voting option and format of the General Assembly will follow shortly.

19) Who can vote in each Member organisation?

- A single employee appointed and authorised to vote by a member organisation will be able to vote.

20) When will the results of voting be announced?

- The results will be announced during the General Assembly meeting itself.

D. Timeline for the process

21) What is the timeline for the whole process?

- Call for nominations to the Board and President-Elect: Friday 20 January 2023.
- Deadline for nominations: Monday 20 February.
- Review of candidates and development of slate by Nominations Committee: Sunday 12 March.
- Communication of Board candidates: End of March.
- Election and appointment of 2021-2023 Board: General Assembly on Wednesday 17 May.