

## **Nominations Policy**

Updated November 2022

### **Purpose**

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

The purpose of this policy is to ensure a nomination process for the election of members of the NCDA Board of Directors and the President-Elect which is transparent, fair, based on democratic principles and carefully manages any perceived or real conflicts of interest.

The nomination process needs to ensure that the Board of Directors is effectively composed to fulfil its constitutional mandate and to represent the membership of NCDA. Particular consideration will be given to providing a valuable mix of different experiences and skills, reflecting the different sectors of the membership (e.g. diseases/conditions, risk factors, health systems, national/regional NCD alliances, academia, etc), achieving an adequate regional representation, offering a reasonable gender balance and to aim for sufficient continuity in the membership of the Board. In addition, although not a constitutional requirement, the Board will also seek to include one representative should be a person living with an NCD, and at least one representative should be from a national/regional NCD alliance.

### **Roles and responsibilities**

#### **The NCDA Nominations Sub-Committee**

The purpose of the NCDA Nominations Board Sub-Committee is to select and present to the General Assembly appropriate candidates for election of the President-Elect and members of the Board of Directors.

As per the Constitution Article 12.4, the Nominations Sub-Committee consists of the President, one past President, one Board Member not running for re-election, and a representative from a Founding or Full NCDA member. The CEO acts as an ex-officio member.

As per the Sub-Committee's Terms of Reference, the Sub-Committee is responsible for:

- Implementing the Nomination Policy for election of President-Elect and Board Members, and the process and timetable as agreed by the Governance Committee.
- Soliciting, reviewing and shortlisting nominations for President-Elect and members of the Board of Directors.
- Ensuring that the capabilities, suitability and willingness of candidates to serve are verified.
- Ensuring the nomination process follows the selection criteria described in the Nomination Policy and ensures nominations align with the capability requirements of the NCDA.
- Presenting to the General Assembly qualified candidates for election with the objective to provide the General Assembly with an adequate number and choice of candidates for the election of President, President-Elect and election of Board Members.

## **NCDCA Members**

NCDCA Founding and Full members are encouraged to:

- Nominate candidates for the Board of Directors and President-Elect.
- Share the call for nominations for the Board of Directors and President-Elect with their networks to ensure maximum outreach.
- Vote for candidates for the Board of Directors and President-Elect during the General Assembly; Full members may also vote by proxy voting.

NCDCA Associate members are encouraged to:

- Nominate candidates for the Board of Directors.
- Share the call for nominations with their networks to ensure maximum outreach.

## **The NCDCA General Assembly**

The General Assembly is responsible for electing the President-Elect and members of the Board of Directors.

## **The NCDCA Office**

The CEO will be responsible for the effective implementation of the nomination process, in cooperation with the Board Sub-Committee.

## **This process includes:**

- Implements the specific timetable for the nomination process.
- Sends out the call for nominations among all its networks to ensure maximum outreach and representation.
- Provides members a suitable platform to make their nominations.
- Receives all nominations.
- Invites existing members of the Board of Directors which are eligible for re-election to submit their candidature via their organization.
- Ensures that the nominations are received with complete documentation.
- Presents all candidates to the Board Sub-Committee for review.
- Communicates with all candidates and nominators to inform them of the status of the nominations.
- Provides candidates a suitable platform to promote their candidatures to the NCDCA membership.
- Prepares all voting material for the General Assembly.
- Prepares elected candidates for their new responsibilities as members of the Board of Directors.

## **Candidate selection criteria**

The Board Sub-Committee will select candidates based on the following selection criteria:

## **Candidates for the Board of Directors should:**

- 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.

In addition, the Sub-Committee will ensure the shortlist of candidates:

- Includes at least one person living with an NCD.
- Includes at least one representative from a national/regional NCD alliance.
- Considers continuity in the Board of Directors.

**Candidates for President-Elect should:**

- 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.