

Nominations Policy

Updated December 2024

Purpose

As defined by its constitution the NCD Alliance convenes every two years a meeting of the General Assembly which elects the NCD 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 NCD 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.

As outlined in NCD Alliance's Constitution, the NCD Alliance Board is composed of 14 members, which includes the President, President-Elect, 8 elected board members, and 4 representatives of the Founding Federations. In May 2024, the Board of Directors decided to ensure that a dedicated seat for a person living with NCDs (PLWNCDs) is incorporated into the NCD Board composition with full voting rights. This seat for lived experience is 1 of the 8 elected board member seats. Therefore for the purpose of the nominations process from and including 2025, the Nominations Committee is responsible for shortlisting 3 slates of candidates for election by NCD Alliance members:

- President-Elect.
- Lived experience board member (1 seat).
- General board member (7 seats).

The 4 seats for the Founding Federations are appointed by the Founding Federations themselves, and the President is the President-Elect, therefore neither of these seats are up for election by members.

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 NCD Alliance. 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.

Roles and responsibilities

The NCD Alliance Board

The Board of Directors, as per Constitution Article 11.3. is entitled to define the process for the nomination for the election of the President and members of the Board of Directors, and establish and/or amend By-Laws and Policies of NCD Alliance (including the Nominations Policy).

The NCD Alliance Nominations Sub-Committee

The purpose of the NCD Alliance 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, the President-Elect, one past President, one Board Member not running for re-election, and a representative from a Founding or Full NCD Alliance 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 3 slates of candidates – 1) President-Elect; 2) lived experience board member; 3) general board members.
- 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 NCDAs.
- 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.

NCDAs Members

NCDAs Founding and Full members are encouraged to:

- Nominate candidates for the 7 Board of Director seats, the 1 lived experience Board seat, and the 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 7 Board of Directors seats, the 1 lived experience board seat, and the President-Elect during the General Assembly; Full members may also vote by proxy voting.

NCDAs Associate members are encouraged to:

- Nominate candidates for the 7 Board of Directors seats and the 1 lived experience board seat.
- Share the call for nominations with their networks to ensure maximum outreach.

The NCDAs General Assembly

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

The NCDAs 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. The call for nominations will include the updated composition of the Board and the 3 slates for nominations.
- 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 NCDA 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 7 general board member seats 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 the tobacco, food, beverage, 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 representative from a national/regional NCD alliance.
- Considers continuity in the Board of Directors.

Candidates for the 1 lived experience board member seat should:

- Have lived experience of a non-communicable disease (NCD) or as a carer for a person living with an NCD.
- Have experience and track record of global, regional or national advocacy and campaigning, and sharing lived experience to support advocacy work.
- Have experience and ability to engage and reach a diverse range of networks and communities representing different NCDs/experiences/backgrounds.
- Have civil society experience and a track record of mobilising and leading networks of people living with NCDs.

- Have experience of representing lived experience within decision making bodies or processes such as committees, boards, or advisory groups.
- Have formal affiliation to a NCDA member organisation or alliance.
- Have no ties to the tobacco, food, beverage, and arms industries.
- Not have served as NCDA Board Member for the last two consecutive terms, or as President for the last term.

Candidates for President-Elect should:

- Meet the criteria for candidates for general board member seats described above.
- Have been on the NCDA Board previously.
- 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.
- 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.