

1 February 2023

## ELECTIONS TO THE SUPERVISORY BOARD OF EURODIACONIA

Dear Friends

At the AGM to be held from the 25 – 28 April 2023 there will be the opportunity to elect five members of the Supervisory Board as Olli Holmstrom, Victory Munsey, Iwona Baraniec, Stephanie Scholz and Vasileios Meichanetsidis will all complete their four- or eight-year term of office. By this letter I am inviting members to nominate for these vacant positions.

The Supervisory Board governs Eurodiaconia and currently meets four times a year to exercise that function. Some meetings are in person and others are online meetings.

Members of the Supervisory Board should be competent in areas such as strategic planning, theology, social policy, network building, ecumenical relationships and finance among others. Appointment will be for four years with the possibility to be elected for a second four-year term unless a four-year term has already been served. Further information about the role of Board members can be found in the statutes under Articles 13 and 14 which are included in this mailing.

I would also like to draw members' attention to the requirement under Article 13 – 13.1 that the members of the Supervisory Board **represent the regional and congregational diversity of the members of the Association and where possible there should be gender balance. The Supervisory Board would also like to stress the nominations are welcome from both EU and non-EU members as the network covers an area that is wider than the European Union.** A profile of Board members, is attached to this mailing and should be seen as advice for members when thinking about candidates.

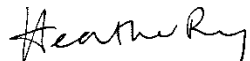
So as to have clear and comparable information on all candidates for the Supervisory Board we have developed a nominations form which we ask all candidates to complete. This should be sent to me by **9 April 2023** along with the following:

- Letter of Nomination from a Eurodiaconia Member Organization
- Statement of Motivation from the Candidate explaining why they wish to serve on the Supervisory Board (no more than 500 words please!).
- A recent photo (jpeg format or similar)

**Nominations should be submitted in English and should be in word format, not pdf. Any nominations received that do not have all required information will not be accepted.**

If you have any questions concerning this process, please do not hesitate to contact me and I will be happy to assist.

With kind regards



Heather Roy

Secretary General

Eurodiaconia

## Extract from the Eurodiaconia Statutes regarding the Supervisory Board

### **The Supervisory Board**

#### **Article 13      The Supervisory Board: Composition**

13.1 The Association shall be governed by a Supervisory Board composed of seven members. They shall be competent in, for example, economics, strategic planning, theology, social affairs, Diaconia & education, congregational Diaconia & institutional Diaconia, and any other relevant domain decided upon by the General Meeting.

The members of the Supervisory Board should as far as is practically possible represent the regional and congregational diversity of the Association and be gender balanced.

No more than one member of the Supervisory Board should be employed by or professionally connected to diaconal organizations in the same country.

In countries where there is more than one member of Eurodiaconia all members in that country are strongly advised to work together to propose nominations to fill vacancies on the Supervisory Board.

The members of the Supervisory Board shall be appointed, on a proposal of the members of the Association, by the General Meeting for four years. Outgoing members of the Board shall be eligible for re-election for one subsequent term.

Members of the Supervisory Board are appointed and may be revoked by the General Meeting voting by a simple majority of the votes present, abstentions not being taken into account in the vote.

Should there be a vacancy on the Supervisory Board, the Board shall provide for the provisional appointment of a new member. This appointment shall be submitted for ratification at the next General Meeting.

Members of the Supervisory Board shall not be held liable for any obligation of the Association. Their liability is confined by the scope of their mandate.

Members of the Supervisory Board shall not draw any personal profit from their mandate. Their mandate shall be unpaid. Their expenses shall be reimbursed by Eurodiaconia.

**13.2** The Supervisory Board shall elect from its members a Chairman of the Board, a Vice Chairman and a Financial Advisor. If the board wishes the post of Vice Chairman and Financial Advisor may be combined in one person. Their term shall be four years.

The Supervisory Board shall also appoint a Secretary General. His or her term shall be 5 years and may be renewed. The Secretary General takes part in the meetings of the Supervisory Board without any voting right. The Supervisory Board shall suspend or dismiss the Secretary General.

**13.3** The Supervisory Board shall meet at least three times a year and each time when necessary at the request of 2 of its members.

The notices accompanied by the agenda shall be addressed by the Chairman to each member of the Supervisory Board at least fourteen days before the meeting by post, fax or email.

The Supervisory Board may only deliberate if at least 4 of its members are present.

The decisions of the Supervisory Board shall be taken by a simple majority of the votes present. Abstentions shall not be taken into account in the vote. In the event of a tied vote the Chairman will have a casting vote.

The decisions of the Supervisory Board are registered in a register kept at the headquarters of the Association or any other location approved by the Board.

No matter may be brought up which is not included in the agenda unless all members of the board agree at the opening of the meeting.

## Extract from the Internal Rules

### 3 The Supervisory Board

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The Supervisory Board is elected by the Annual General Meeting in line with the provisions laid out in Article 12 of the Statutes and works to fulfil its responsibilities under Articles 13 and 14 of the Statutes.

When vacancies occur on the Supervisory Board then a call for nominations to fill those places shall be sent by the Secretary General a minimum of ten weeks before the opening session of the AGM and all nominations received must be sent four weeks before the opening session of the AGM. Where no nominations have been received by the published deadline then the nomination process may be extended by decision of the Supervisory Board as till such time as the needed number of candidates has been received.

In countries where there is more than one member of Eurodiaconia all members in that country are strongly encouraged to work together to propose nominations to fill vacancies on the Supervisory Board.

Candidacies for the Supervisory Board must be submitted in the manner requested by the call for nominations. Members that have sent incomplete nominations shall be contacted by the Secretary General immediately after the published deadline and asked to complete the nomination within one week. Incomplete nominations shall be published but with a note explaining the lack of required information.

All candidates shall have the opportunity to present themselves to the AGM prior to the voting session.

The term of office of a Supervisory Board member commences immediately after the close of the Annual General Meeting at which they were elected and ends at the close of the AGM four years later. However, this does not prevent a member of the Supervisory Board choosing through resignation to end their mandate early.

As per the provisions of Article 13.2 of the Statues the Board shall elect a Chairman, Vice Chairman and a Financial Advisor.

- *Chairman*  
The Chairman shall be responsible for
  - ✓ Chairing meetings of the Board and leading its deliberations
  - ✓ Chairing the Annual General Meeting on the approval of the Delegates
  - ✓ In partnership with the Secretary General serve as a spokesperson for the Association
  - ✓ Supervise and support the Secretary General and appraise his/her work at least once per year.
  - ✓ Carry out the normal duties of a Board Member as presented in Article 14 of the Statutes.

- *Vice Chairman*

The Vice Chairman shall be responsible for

- ✓ Chairing meetings in the absence of the Chairman
- ✓ Execute the responsibilities of the Chairman when he/she is not able to do so.
- ✓ Any other duties as may be requested by the Chairman.
- ✓ Carry out the normal duties of a Board Member as presented in Article 14 of the Statutes.

- *Financial Advisor*

The Financial Advisor shall be responsible for

- ✓ Working with the Chairman and the Secretary General to ensure the Associations finances are well managed and audited and incorporated in the Annual Report of the Association.
- ✓ Carry out the normal duties of a Board Member as presented in Article 14 of the Statutes.

A profile of Eurodiaconia Supervisory Board Members is attached to these Internal Rules as Annex 2.

## **PROFILE OF EURODIACONIA SUPERVISORY BOARD MEMBERS**

### **Over all responsibilities**

Supervisory Board members provide strategic direction and governance to the organization in between Annual General Meetings. They ensure that the organization is working in line with its vision, mission and objectives. The Supervisory Board also monitors the work of the secretariat, particularly the Secretary General, to ensure that the needs of members are being met and that decisions taken by the AGM and at Board meetings are implemented correctly, timely and appropriately. Although it is the Secretary General who is responsible for the day to day management of the organization and its resources, the Supervisory Board has a responsibility to set the direction and orientation for the Secretary General along the lines agreed at the AGM.

A usual Supervisory Board meeting will normally cover the following general agenda items:

- Report of Office Activities
- Working with partners
- Membership Issues
- Governance Issues including preparation of Annual General Meetings
- Strategy and Finance including implementation of the operational plan, evaluation, financial strategies and accounts and strategic planning.
- Policy and Programme including updates on advocacy and policy work and approval of policy papers and updates on the work of working groups and networks
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Board members look to guide the interests of the organization as a whole and are not members of the Board on behalf of one organization but rather as a collective representation of all the membership. As such, Board members should not be pursuing a member agenda but rather working in the best interests of all members. Board members should be able to reflect on what is best for Diaconia in Europe as a whole and bring their experience and partnership with other diaconal organizations into their decision making. Board members are also expected to guide the political decision making of the Association and so should be prepared to engage in setting policy priorities and orientation.

### **Time Requirements**

The Supervisory Board meets 4 times a year. One of those meetings is held prior to the Annual General Meeting necessitating an early arrival for the AGM. The other three are normally held over a one or two-day period either in person or online. Supervisory Board members are expected to be prepared for Board meetings and have read documents in advance.

In addition to the actual Supervisory Board meetings elected members are expected to attend the Annual General Meeting (3 days including the Board meeting) which normally takes place in late May/early June.

There are no other 'attendance required' activities however Supervisory Board members may participate in activities such as conferences and other meetings but this is always optional based on member's availability.

However, Supervisory Board members should be able to follow the work of the secretariat between meetings and respond to some requests by email.

### **Knowledge, skills and experience required.**

A wide variety of knowledge, skill and experience is required on the Supervisory Board although it is not expected that every member has everything in this list! A board works most effectively when there are complementing skills between members and as a result members are able offer their skills as part of a team working for a common purpose. For the Supervisory Board, the following knowledge, skills and experience have been identified as being required for the work of the Supervisory Board:

- Knowledge of the member organizations of Eurodiaconia and their needs and expectations from a European network.
- In-depth knowledge of the theological perspectives of Diaconia and its practical implementation through social service. Clear understanding of the origins of Diaconia and the place of Diaconia in the Christian faith and the mission of the Church, particularly from a contextual perspective. Understanding of the different expressions of Diaconia e.g. institutional social services, parish based Diaconia, prophetic Diaconia etc.
- Understanding and knowledge of the ecumenical environment in which Eurodiaconia participates and the various relationships required and developing.
- Senior level leadership experience (either as professionally or voluntarily) of a membership network and the strategies and opportunities needed in such a network.
- Experience and knowledge of strategy development, monitoring and implementation.
- Experience and knowledge of financial strategies and financial management
- Experience and knowledge of fund development, particularly EU funding
- Experience and knowledge of effective membership orientated communication and information strategies.
- Ability to identify and assist connections with potential members of Eurodiaconia and contribute to overall strategies of membership recruitment and development.
- Experience and knowledge of Advocacy/Policy Development in the field of social policy e.g. social services, migration, poverty, exclusion, Roma, elderly people, youth, volunteering etc.
- Experience and knowledge of training, education and research activities in Diaconia and social policy
- Experience and knowledge of current practice in organizational Governance best practice.
- Experience and knowledge of Human Resource Management in NGO's.
- Experience and knowledge of the European political framework and institutions on both a strategic political and a practical level including knowledge of current and potential partners.



## **Languages Required**

It is important to note that the work of the Supervisory Board is conducted in English. Therefore, all members of the Board should be able to understand and follow work in this language.

## **Code of Conduct**

All prospective and elected Board members are required to abide by the Eurodiaconia code of conduct.