

Dear Members of the Vienna NGO Committee on Drugs (VNGOC),

The term of the current Board of the VNGOC will expire in March 2020. In accordance with the VNGOC Statutes, at the meeting held on 19th March 2019, we were appointed as the Elections Committee, with the following tasks:

- Invite nominations for candidates to serve as Board members from members of the VNGOC by the 31st January 2020 deadline
- Scrutinise nominations to ensure that candidates are eligible to serve
- Report on nominations to VNGOC members in good standing and request votes
- Monitor and compile votes received electronically by the 4th March 2020 deadline and votes cast (in person and electronically) during the Annual General Assembly meeting on 4th March 2020
- Announce results of the election to the VNGOC members at the 4th March 2020 meeting

We are writing to invite [nominations](#) for the Board positions of Deputy Chairperson, Treasurer, and Secretary. Individuals may only be nominated for a maximum of two positions. Please see the attached Terms of Reference for information on specific Board positions. Board members are expected to travel to Vienna at least once a year to attend Board meetings, at the expense of their own organization. Please note that Board members will not receive financial compensation for their work and contributions to the VNGOC. For your information, all of the existing members of the Board are eligible for re-election.

Members of the Board of the VNGOC are elected to serve for a period of two years. According to the VNGOC Rules of Procedure, elections for at least three Board positions should be held at every Annual General Assembly to ensure continuity on the Board – with the positions of Chairperson, Deputy Secretary, and Deputy Treasurer being elected in one year, and the positions of Deputy Chairperson, Secretary, and Treasurer being elected in another year, wherever possible.

Only individuals from VNGOC member organizations in good standing (i.e., paid the 2020 membership fee by 31st January 2020 unless exempt or expressed intent to pay the membership fee in person during the 63rd CND before the 4th March 2020 meeting) may nominate candidates and be eligible to vote. Please note that elected candidates are expected to attend the board meeting scheduled for 5th March 2020, late afternoon and might be asked to attend other meetings organised by VNGOC during the 63rd CND.

The [electronic Nomination Form](#) should be completed by no later than 31st January 2020, 11.55 p.m. CET. If the nominated candidate is not the Chairperson, President, Chief Executive Officer, Executive Director or equivalent of their organization, they should have the approval of the



aforementioned individual. Nominations must be seconded by another member organization that is in good standing. According to the VNGOC Rules of Procedure, Nomination Forms will only be accepted in English and those that are partially or incorrectly completed will be rejected by the Nominations Committee.

A separate vote will be taken for the three Board positions up for election at the 4th March 2020 meeting, and a simple majority of those voting will be required to elect the Board. In the event that a member organization in good standing is unable to participate in person or remotely, votes may be submitted electronically between 24 hours and 1 hour before the start of the meeting. Organizations may alternatively assign their voting rights to a representative of another member organization in good standing who will be attending in person. Further details on voting are available in the Rules of Procedure and will be circulated to the VNGOC membership by the Nominations Committee in advance of the elections.

We look forward to receiving nominations and thank you in advance for your cooperation.

Best regards,

Vienna NGO Committee on Drugs Election Committee:

Amy Ronshausen
Drug Free America Foundation

George Ochieng Odalo
Slum Child Foundation

Olga Szubert
Harm Reduction International

Terms of Reference for Specific Board Positions (Taken from VNGOC Rules of Procedure)

1. The Chairperson:*

- is the highest ranking official of VNGOC;
- is responsible for the proper functioning of the Board and VNGOC staff;
- is responsible for ensuring adherence to the VNGOC Statutes and the VNGOC Rules of Procedure;
- is the direct line manager for the Executive Director or, in the absence of an Executive Director, for all VNGOC staff;
- shall represent VNGOC in external matters, including with government authorities and any other entities;
- is expected to convene, attend and preside over all Board meetings, General Assembly meetings and informal meetings in Vienna; and
- shall maintain effective communications with current and prospective member organizations, and other NGO committees.

2. The Deputy Chairperson:**

- will support the Chairperson in the implementation of his or her role;
- shall, in the absence of the Chairperson, act on his or her behalf and perform his or her duties; and
- is expected to travel to Vienna at least once a year for VNGOC meetings.

3. The Secretary:**

- shall liaise with VNGOC staff to ensure that adequate minutes are kept from Board meetings, General Assembly meetings and informal meetings;
- shall oversee the membership application and termination procedures;
- shall oversee the recording of members and membership fee payments;
- shall oversee communications with member organizations, in line with the VNGOC Rules of Procedure;
- shall assist the Chairperson with managing ongoing business; and
- is expected to travel to Vienna at least once a year for VNGOC meetings.

4. The Deputy Secretary:*

- will support the Secretary in the implementation of his or her role;

- shall, in the absence of the Secretary, act on his or her behalf and perform his or her duties;
and
- is expected to travel to Vienna at least once a year for VNGOC meetings.

5. The Treasurer:**

- shall be responsible for properly managing and accounting for VNGOC funds;
- shall prepare and present annual budgets and regular financial updates for the General Assembly;
- shall liaise with VNGOC staff to ensure the maintenance of appropriate systems for book-keeping, receipts and payments, and the prompt response to financial enquiries;
- shall be responsible for all bank accounts and disbursements by VNGOC;
- shall liaise with VNGOC staff on the collection of membership fees and other fundraising efforts;
- shall work with the appointed auditors to facilitate the annual audit of the VNGOC accounts;
and
- is expected to travel to Vienna at least once a year for VNGOC meetings.

6. The Deputy Treasurer:*

- will support the Treasurer in the implementation of his or her role;
- shall, in the absence of the Treasurer, act on his or her behalf and perform his or her duties;
and
- is expected to travel to Vienna at least once a year for VNGOC meetings.

* = These positions elected at the 19th March 2019 meeting will be held until March 2021.

** = These positions elected at the 15th March 2018 meeting will be held until March 2020.