

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

We are writing to invite [nominations](#) for the Board positions of Chairperson, Deputy Treasurer, and Deputy Secretary. Individuals may only be nominated for a maximum of two positions. Please see the [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. The Chairperson is expected to travel to Vienna 2-3 times a year, 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.

As directed by the membership, the VNGOC nominating committee has reviewed the current make-up of the board and the gaps already existing and created by the upcoming election process. In order to achieve balance, we are **especially encouraging candidates who meet one or more of the following criteria to apply:**

- Regional representation from Africa, Asia, Middle East, and North America
- Thematic expertise in the areas of policy reform, harm reduction, access to controlled medicines, and recovery/ social re-integration
- Individuals who have current or previous lived experience of drug use, or someone otherwise directly impacted by drug policies

The Nominations Committee will consider all applicants but may give preference to individuals that meet the above criteria in order to present the membership with a recommended slate that would result in a balanced board. However, the Nominations Committee wishes to remind all VNGOC members that they are free to vote on any eligible candidate they feel would best serve regardless of the slate recommended by this committee.

Members of the Board of the VNGOC are elected to serve for a period of two years. **Only individuals from VNGOC member organizations in good standing (i.e. paid the 2022 and 2023 membership fees by 16th February 2022 unless exempt)** may nominate candidates and be eligible to vote.

The [electronic Nomination Form](#) should be completed by no later than 14th February 2023, 11.45 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.

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

Vienna NGO Committee on Drugs Election Committee

Amy Ronshausen (Drug Free America Foundation),
David Borden (DRCnet),
Marie Nougier (IDPC),
Olivia Delair (CSSDP),
Riccardo Villas Boas (FEBRACKT)
Sana Ullah Rathore (PYO),
Stacey Doorly Jones (STAND),



Steve Rolles (Transform)
Stig Erik Sørheim (ACTIS)

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 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.

3. 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.