

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.

Who can apply?

The call is for individuals with a thematic expertise in the areas of Prevention, Harm Reduction, Treatment, Recovery, Social-Reintegration, Policy Reform, and Access to Controlled Medicines.

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. 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 Nomination Committee supports the election process, aiming to achieve a balanced board. The Committee's role is to review the current make-up of the board and the existing and upcoming gaps. Based on its reflections, **we especially encourage candidates who meet one or more of the following criteria to apply:**

- Regional representation from Africa, Asia-Pacific, Europe, Middle East, and the Americas
- Representation from all genders
- Individuals who have current or previous lived experience of drug use, or someone otherwise directly impacted by drug policies including young individuals

Members of the Board of the VNGOC are elected to serve for a period of two years. **Only individuals from VNGOC Member Organisations in good standing (i.e. paid the 2024 and 2025 membership fees by 12th February 2025)** may nominate candidates and be eligible to vote.

What is the Nominating Process

The Nomination Committee, consisting of a diverse set of members, will consider and review all applications. During this process, the Committee will draft a Slate, recommending candidates based on the provided criteria. The Slate is intended to ensure balanced representation on the Board, reflecting the diversity of members' experiences, perspectives, and expertise, and to minimise concerns or perception of polarisation or politicisation. Individual votes could be considered in the broader context of creating a balanced Board, rather than as endorsements of specific candidates' policy positions.

The Slate will be shared with the VNGOC Members two weeks prior to the Annual Meeting. The Slate does not serve as an obligatory guideline, but rather as a recommendation. The Committee would like to stress that all VNGOC Members remain free to vote on any eligible candidate they feel would serve best.

To understand the existing and upcoming gaps in the VNGOC Board, we invite you to visit the [website](#) introducing our current board members.

The Nominations Committee reminds members that the role of the Board is to guide the Committee's work as a vital link between civil society and UN agencies, promoting contacts and

collaboration with the relevant international agencies (e.g. nominating speakers) and is expected to represent the broad range of views present in the membership.

Nominating Procedure

The [electronic Nomination Form](#) should be completed by no later than 12th February 2025, 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

- Alexander Caudarella (CCSA)
- Atika Juristia (The J Healthcare Initiative)
- Cressida de Witte (WFAD)
- Eliane Marcondes (Associação Pró Coalizões Comunitárias Antidrogas do Brasil)
- Hugo Faria (Ares Do Phinal)
- Mutaawe Rogers (Uganda Youth Development Link)
- Nate Landau (Virginians Against Drug Violence)
- Paulo Thiessen (ACURA)
- Rima Saade (Nusroto)
- Stephanie Strutner (Prevention Alliance of Tennessee)
- Steve Rolles (Transform)

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.