

**NOMINATION POLICY FOR
SIOG BOARD OF DIRECTORS AND PRESIDENT- ELECT**
Version 2020

1. PURPOSE

As defined by its constitution SIOG convenes every two years a meeting of the General Assembly, which elects the SIOG President-Elect and members of its Board of Directors (even years).

More specifically, the election of the SIOG president elect will occur at the same period when the previously appointed SIOG president elect takes over presidency, ie during the SIOG General Assembly every 2 years during even years. As such, the elected president elect will serve as SIOG president-Elect board member for 2 years, and then take over SIOG presidency. The SIOG Board of Directors election also occurs at the same time every 2 years.

The purpose of this policy is to ensure a nomination process for the election of members of the SIOG Board of Directors and the President-Elect, which is transparent, fair and based on democratic principles.

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 SIOG. Particular consideration will be given to providing a valuable mix of different experiences and skills, offering a reasonable gender balance and to aim for sufficient continuity in the membership of the Board of Directors.

2. ROLES AND RESPONSIBILITIES

2.1. The SIOG Nominating ad-hoc Committee

It shall be responsible for the selection and presentation to the General Assembly of the candidates for the elections of President-Elect and other members of the Board of Directors (Treasurer, Chairperson of any other permanent committees, and interest groups as well as Member at large). Its members are invited every two years by the SIOG Secretariat and composed of a representative from the SIOG Nursing and Allied Health Interest Group, the young SIOG Interest Group and five (5) SIOG members preferably from various regions and medical background.

Jointly, with the external auditor/moderator, the CEO will oversee the procedure for determining compliance with overall good Swiss not-for-profit /NGO governance practices.

The Nominating ad-hoc Committee is responsible for:

- Calling for nominations for President-Elect and members of the SIOG Board of Directors
- Reviewing the nominations received based on the selection criteria described by this policy
- Ensuring that the capabilities, suitability and willingness of candidates are verified
- Presenting an adequate number and choice of qualified candidates for President-Elect and members of the Board of Directors for election by the General Assembly

2.2. SIOG Members

The SIOG members are encouraged to:

- Nominate candidates
- Share the call for nominations for the Board of Directors members and President-Elect with their networks to ensure maximum outreach
- Vote for candidates for the Board of Directors members and President-Elect during the General Assembly or by proxy voting. This is only applicable for members with the following specification: **members whose membership rights are not suspended (due to non-payment of the membership fee in due time) of the election year.**

NB: As stated in the SIOG Statutes, voting members are the ones falling under these membership category fees: Full/Standard/Special1/Special2.

2.3. General Assembly

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

Decisions shall be adopted by a simple majority/quorum vote (50% +1) of voting (Membership category fees: Full/Standard/Special1/Special2) members present.

2.4. The SIOG Office

An external auditor/moderator and the SIOG CEO will review and assure compliance with policies and procedures relating to the conduct of the procedure. They will be responsible for the effective implementation of the nomination process in cooperation with the Nominating ad-hoc Committee.

This process includes:

- Developing a specific timetable for the nomination process
- Sending out the call for nominations among all its networks to ensure maximum outreach and representation
- Receiving all nominations
- Inviting existing members of the Board of Directors members, which are eligible for re-election to submit their candidature
- Ensuring that the nominations are received with complete documentation
- Presenting all candidates to the Nominating ad-hoc Committee for review
- Communicating with all candidates and nominators to inform them of the status of the nominations
- Provide candidates the possibility to promote their candidatures to the SIOG membership on the SIOG website (or member resources page, SIOG Newsletters)
- Preparing all voting material for the General Assembly
- Prepare elected candidates for their new responsibilities as members of the SIOG Board of Directors

3. CANDIDATE SELECTION CRITERIA

The Nominating ad-hoc Committee will select candidates based on the following selection criteria:

Candidates for the SIOG Board of Directors should:

- Be a SIOG member (having paid membership fee for the year);
- Have been involved with SIOG activities for at least 5 years;
- Be fluent in English as all meetings, calls and documents related to the SIOG Board of Directors are in English only;
- Have a global perspective towards cancer control, ready to participate at the leading international fora;
- Be recognised as leaders in their own field of expertise;
- Be willing and able to actively represent SIOG and its members;
- Commit to attend SIOG Board of Directors meetings (four meetings annually: 3 via teleconference and one face-to-face);
- Be comfortable working in global initiatives and in partnership with other organisations in the health field, cancer organisations, international agencies and private sector;
- Possess a firm understanding of the scope, work and mission of SIOG. They must have a vision with regard to cancer control that goes beyond national boundaries and an understanding of the key global challenges;
- Be willing and able to contribute positively to the decision-making process of the SIOG Board and Committees on which they have agreed to serve and help deliver the targets of *Cancer in the ageing* – either through resources, funding, new members or more general support
- A team player, but able to maintain independence of thought in critically analysing business options whilst being respectful of the views of others;
- Prepared to make the commitment of time and effort required to properly fulfil his or her duties and responsibilities as a Board member;

In addition:

- Duty of care – Board members must attend meetings, be prepared to make informed decisions by reading the information provided and requesting additional information if required and carry out duties in a reasonable and responsible manner;
- Duty of loyalty – Board members must make decisions in the best interests of SIOG solely, not any group he/she represents, and never for personal gain.
- Duty of commitment – Board members must be faithful to SIOG's mission and not act in ways that are inconsistent with the central goals of SIOG.

Candidates for President-Elect should:

- SIOG board member during the previous 2 years.
- Meet the criteria for candidates to the Board member described above;
- Have a proven track record in leadership, representation and communication at the highest level;
- Have been actively involved with SIOG supporting its mission and activities;
- Have no interests, roles, positions that are in conflict with SIOG.

Candidates for Nursing & Allied Health (NAH) Interest Group chair should:

- Meet the criteria for candidates to the Board member described above;
- Proven leadership and chairmanship skills;
- Be a nurse or allied health professional.

Candidates for Young SIOG Interest Group chair should:

- Meet the criteria for candidates to the Board member described above;
- Proven leadership and chairmanship skills;
- Age \leq 40 years old at the time of application.