**Call for 2023 Nominations to the HDCA Executive Council**

**Deadline 27 March 2023**

The HDCA Executive Council (EC) is the body that guides the Human Development and Capability Association (HDCA). The following positions on the EC will become vacant in September 2023. All positions have 3-year terms and are described on pages 2 and 3 below.

**Open Positions Currently held by**

President elect (Vacant)

Vice President Sophie Mitra

Journal Editor Enrica Chiappero-Martinetti

Development Director (Vacant – new position)

Conference Coordinator Elaine Unterhalter

Director-at-Large Rebecca Gutwald

The purpose of this notice is to invite HDCA members to submit nominations for candidates to any of the open posts. Nominations will be accepted for all open positions and all open positions are elected except for Journal Editor and Development Director, who are appointed by the EC based on the candidates’ qualifications. For each nominee, you need toobtain the nominee’s permission before submitting their name. Members may also self-nominate. Nominations should be submitted using the attached nomination form and should be received by email at hdcanominations@hd-ca.org. The deadline for nominations is March 27, 2023.

Any member of the HDCA is eligible to be nominated. Members must be identified through the [web page that lists the members’ directory](https://hd-ca.org/membership/member-directory) (please sign in with username and password.) Standing officers may be re-elected. If a nominee is not currently an HDCA member, they must become a member prior to taking office, if elected. Currently, the HDCA has approximately 600 members across 80 countries and from many disciplines. The EC is keen to reflect as much as possible the diversity of the membership, thus candidates from under-represented geographic regions, disciplines and other backgrounds are especially welcome.

The 2023 Nominating Committee, appointed by the President under the HDCA Book of Regulations Section 3.2.1, consists of: Sophie Mitra (Chair), Oscar Garza, Des Gasper, Caroline Hart and Shailaja Fennell.

The Nominating Committee will screen the list of nominations by considering if nominees have had an active engagement with the association as well as a commitment to furthering the mission of the association. An active engagement with the association may be demonstrated by several of the following: being a paid member, participating in HDCA Thematic or Regional groups, attending HDCA annual conferences or other HDCA-affiliated events, or participating in HDCA educational and training initiatives (e.g. summer school).

The Nominating Committee shall present to the EC its slate of candidates for approval. The Nominating Committee also oversees the elections. The members will vote electronically. The new officers will be announced by email and on the HDCA website, and assume their roles in September 2023.

**Elections Timetable**

Nomination forms due: 27 March 2023

Elections: early May 2023

Notification of results: mid-May 2023

**Description of Positions**

All positions have 3-year terms. A description of each position is included below.

If you have questions or would like more detail about these positions, please contact the HDCA Administrator, Kathy Rosenblum, admin@hd-ca.org

**President-elect.** The President shall be the chief executive officer of the association and, subject to the control of the Directors, shall have general charge and supervision of the affairs of the association. If no chair of the Board of Directors is elected, the president shall preside at all meetings of the Directors, except as the Directors otherwise determine. The President-elect shall have such duties and powers as the Directors shall determine. The office of the President will normally include providing input as to the construction of the Nominating Committee and the Program Committee for the first conference of his or her presidency, and reviewing proposals for the second conference in his or her Presidency prior to the Directors’ meeting and decision. The President should have an international reputation of achievement in human development or an adjacent field. They should have a demonstrated capacity for leadership and collaboration.

## **Vice-President.** The Vice President chairs the Nominating Committee and oversees annual elections of Executive Council (EC) members. They also chair the Nominating Committee of Fellowships. The Vice President serves on the Executive Committee of the EC, along with the President, Treasurer and Secretary. The Executive Committee is empowered to make decisions on behalf of the full EC when needed. The Vice President shall have and may exercise all the powers and duties of the President during the absence of the President or in the event of their inability to act. The Vice-President will usually have three years or more of significant involvement in the association.

## **Journal Editor (appointed position).** The Editor is Editor-in-Chief of the Journal of Human Development and Capabilities. The Editor is responsible for all aspects of the production of the editions of the Association's Journal, which is published quarterly. The Editor is assisted by a Managing Editor, a team of Associate Editors, and an Editorial Advisory Board. Nominations will be solicited from the membership and the position is appointed by the EC for three years with voting rights. The EC will strive to have an overlap of a year between the terms of the outgoing Editor and the incoming Editor to facilitate the transition. The Editor should have an international reputation of achievement in human development and should have demonstrated editorial capacities.

**Development Director (appointed position).** The Development Director is an appointed position to the Executive Council (EC) for a three-year term with voting rights. The Development Director will be responsible for driving and supporting fundraising efforts for development activities as prioritized by the EC and in line with the mission of the HDCA and its established

strategic objectives. The Director will also serve as the Chair of the Fundraising Committee, and will be tasked with bringing recommendations to the EC and overseeing the implementation of an approved fundraising plan, including the solicitation of potential donors. Candidates for this position will be expected to have relevant skills, experience and enthusiasm. They will be asked to submit a one-page vision/strategy statement explaining how they would go about practically fundraising over a three-year period, working with the Fundraising Committee. They will also be required to meet with a small (2 or 3 person) EC committee chaired by the President to discuss their ideas and proposed contribution before their nomination can be forwarded to the Nominations Committee.

## **Conference Coordinator.** The Conference Coordinator is responsible for organizing the bidding process, based on which the EC selects a new conference host. The Coordinator works with the local Conference Manager and Conference Chair to ensure that the conference organization process runs well, and helps prepares conference reports for the EC. The Coordinator safeguards that HDCA concerns are sufficiently taken on board in the conference organization process, while the conference organizers are also sufficiently supported by the HDCA. The Coordinator is responsible for making sure that relevant documents, information and lessons learnt from past conferences are available for future conferences, and updated as needed.

**Director-at-Large.** Directors-at-Large serve as general purpose members of the EC and have such other powers and duties as designated by the EC ahead of their nomination for, and election to, their position.

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**2023 Nomination Form**

**(Please return forms by March 27, 2023 via email to: hdcanominations@hd-ca.org)**

*Please fill in one nomination form for each candidate. Please circle the appropriate position below:*

President-elect

Vice President

Journal Editor

Development Director

Conference Coordinator

Director-at-Large

Name of the Candidate:

Affiliation:

Email:

Short (max 400 words) Biography of Candidate:

Reason You Propose this Person:

**Relevant Experience and Qualifications for the position**

***You must obtain prior agreement from the candidates for all positions before submitting this form.***

Has the candidate agreed that, if elected, they would serve in the indicated capacity?

  Yes  No

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_