



A call to all ACWW Member Societies:

Nominate your new ACWW Coordinator to ensure that your society stays up to date with the latest ACWW news and activities.

The ACWW Board invites your society to really get involved with ACWW globally, get to know your Area President and help her develop the network in her area.

In 2022 the Board issued a call to all ACWW Member Societies to nominate an ACWW Coordinator to ensure your society stays up to date with the latest ACWW news and activities, and to give feedback on issues of local importance, raising local voices to an international level.

Our aim is to have a contact person in each Member Society (at local, regional, and national levels) to be a genuine and diverse representation of our total membership. Coordinators promote ACWW within their own society and will have regular opportunities to meet online with members of the Board.

ACWW's Board of Trustees is elected by the membership at the Triennial World Conference. They take decisions and run the organisation with staff in Central Office carrying out the day-to-day work. ACWW Coordinators are volunteers who should be an individual member of ACWW and are required to sign up to a Code of Conduct to ensure that ACWW is effective, open, and accountable both in the way ACWW is represented and what is to be expected from ACWW.

The nomination form needs to be sent in by the Member Society. It is vital that the governing body of the society is happy that the proposed Coordinator will be able to fulfil her responsibilities and accurately reflect her society's needs and priorities.

Please note that each Member Society may nominate one Coordinator. If there are personnel changes ACWW needs to be kept up to date with who is stopping and a new nomination form needs to be sent if another person is to be nominated.

We know that some Member Societies already have an international officer or WI Rep who function in a similar role to the coordinators as outlined here. They may wish to nominate that person as an ACWW Coordinator to have access to the resources, support and network associated with the ACWW Coordinator programme.

What responsibilities do Coordinators have?

Distribute information about ACWW to her society. Attend online monthly Coordinator meetings with Area Presidents, other Board members and Central Office staff. Organise an event for Women Walk the World.

Coordinate responses from her society to ACWW surveys and requests for information.

Encouraging fundraising and donations.

Encourage individual membership. Facilitate participation in ACWW events. Attend online training and information sessions.

What support do Coordinators have from ACWW?

Personalised presentations.

Fundraising ideas and resources.

Regular meetings with Area Presidents, other Board members and staff.

Fundraising guidance (including legalities and safeguarding).

Technical assistance for virtual (online) events.

Ad hoc brainstorming with staff about awareness raising and fundraising.

Virtual training including documents and videos

Code of Conduct for ACWW Coordinators

Issued May 2022



Introduction

This Code of Conduct applies generally to all ACWW Coordinators, and is similar for many charities registered in England and Wales, as well as members of other voluntary organisations. Like many charities worldwide, ACWW would simply not be the same without the help of volunteers, and we are grateful for your support. We will do the best we can to make your volunteering experience with us as enjoyable and rewarding as possible.

Purpose of the Code of Conduct

This document sets out the relevant standards expected of ACWW Coordinators in order to maintain the highest standards of integrity and stewardship; to ensure that ACWW is effective, open and accountable; and to ensure a good working relationship between the global network of ACWW Coordinators, the Board of Trustees, and Central Office team. All Coordinators should ensure that they have read, and will comply with, this Code of Conduct.

I agree:

- To fulfil the role outline in the Call for ACWW Coordinators to the best of my ability, and with the highest standards of behaviour and integrity.
- To act in line with the purpose and values of the charity, and with the intention of enhancing the work and impact of ACWW.
- To conduct myself in a manner which does not damage or undermine the reputation of the organisation, its Board of Trustees, or Central Office.
- To follow ACWW's policies and procedures as outlined during training, as well as any instructions or directions reasonably given by ACWW.
- To act honestly, responsibly, and with integrity. This includes not gaining financial or other material benefit for myself, my family, or my friends.
- To treat others with fairness, equality, dignity, and respect in accordance with ACWW's Ethics Statement
- To maintain the confidential information of the organisation and its members, including following Data Protection procedures outlined during training.
- To raise any concerns about possible issues with the Central Office or the Executive Director directly, and direct any questions regarding ACWW's policies, procedures, support or supervision to Central Office.
- To declare any potential or actual conflicts of interest, which may occur when a Coordinator has a financial interest or may financially gain/lose from any transaction or agreement entered into by ACWW. This applies not only to money but also anything with monetary value, e.g. property. This may also arise if someone or another organisation connected to the Coordinator may benefit (e.g. a spouse, family member, or associated company). Coordinators have a duty to avoid a conflict of interest.
- To disclose the fact that I have been charged with, or convicted of a criminal offence by prosecuting authorities to ACWW's Executive Director. For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions.'

If a Coordinator is found to have breached this Code of Conduct, a meeting with the relevant ACWW Area President, a member of the ACWW Executive Committee, a representative of the Board of the Member Society that the Coordinator represents, and the ACWW Executive Director may be called to discuss the breach. If the reported breach is found to be substantiated, the Coordinator will receive a warning. If the Code of Conduct is breached again, the Coordinator will be removed from their post immediately.



ACWW Coordinator Nomination

Nominations will be reviewed by ACWW's Board of Trustees and nominees will be contacted. Please send this completed form to coordinators@acww.org.uk or post to ACWW, The Foundry, 17 Oval Way, London SE11 5RR

To be completed by the ACWW MEMBER SOCIETY

Name of ACWW Member Society:

Your Name and Position in Society:

e.g. "Jane Doe, President"

Full Name of Nominated Coordinator:

Please sign below to indicate that you, as a representative of your Society, nominate the above person to act as ACWW Coordinator for your Society:

Signature:

Date:

To be completed by the NOMINEE

Home Address:

Country:

Postal / ZIP Code:

Email:

Telephone:
(Including area code)

Your ACWW Individual Membership Number:

Please sign below to indicate that you are aware that you are being nominated as ACWW Coordinator for the above ACWW Member Society, and that, upon approval of your nomination, you will be required to sign and abide by the Guidelines and Code of Conduct for Coordinators.

Signature:

Date: