



ACWW 31st Triennial
World Conference

CONFERENCE INFORMATION No.3

Associated Country Women of the World
31st Triennial World Conference
Ottawa, Canada

26 April - 1 May 2026

Conference Information No.3

Further Information for Nominations for Election to the Board of Trustees 2026-2029

Sent: 7 April 2025

Completed nominations must be received at ACWW Central Office by 25 April 2025, close of business London time.

Email: nominations@acww.org.uk

Post: ACWW
The Foundry
17 Oval Way
London SE11 5RR
United Kingdom

All information published on the
31st Triennial World Conference can be found online at
www.acww.org.uk/2026-world-conference



CONFERENCE INFORMATION No.3

Further Information for Nominations for Election to the Board of Trustees 2026-2029



WHO IS THIS INFORMATION FOR?

Any ACWW Voting Member Society (Categories 1, 2, or 3) which wishes to nominate a candidate for election to the Board of Trustees of ACWW for the 2026-2029 Triennium. If you are an individual member of ACWW, and a member of a Category 1, 2, or 3 Member Society and would like your Member Society to nominate you, it will also be important to read this document in full.

WHEN WAS THIS DOCUMENT FIRST SENT TO MEMBERS?

7 April 2024

WHAT IS THE DEADLINE TO SEND INFORMATION BACK TO ACWW?

All completed Nomination forms must be received, in full, by 25 April 2025, close of business London time, at ACWW Central Office. They can be sent by email to nominations@acww.org.uk with a subject of "Confidential Nomination" or by post to **ACWW, The Foundry, 17 Oval Way, London SE11 5RR, UK**, with the envelope marked "Confidential Nomination" addressed to Tish Collins, Executive Director.

Please note that Email is faster, cheaper, and better for the environment, and all emails received will get an auto-reply message to confirm their receipt.

CONFERENCE INFORMATION No.3 - Further Information for Nominations for Election to the Board of Trustees 2026-2029

As defined by the Constitution 2023, the Associated Country Women of the World Board of Trustees is elected every three years by Category 1, 2 and 3 member societies. The next election will be held during the 31st Triennial World Conference in Ottawa, Canada, in April 2026.

The application process is detailed in [Conference Information No. 1](#) and should be read carefully before completion. Any members who have submitted nominations prior to receiving this further information are welcome to re-submit their nomination if they wish.

There will be 17 positions to fill. There shall be 9 Area Presidents, 4 named Officers and 4 Board Leads. Information on each of these roles and their related responsibilities are set out further below.

GENERAL NOTES FOR ALL CHARITY TRUSTEES FROM THE CHARITY COMMISSION FOR ENGLAND AND WALES

You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Charity Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:

- being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register

Trustees must ensure ACWW is carrying out its purposes for the public benefit:

Trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases, trustees may have to reimburse the charity personally.

Trustees must comply with ACWW's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Trustees must act in ACWW's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

Trustees must manage ACWW's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise, you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

Trustees must act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

Trustees must ensure ACWW is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

NOTES ABOUT ACWW TRUSTEES – FROM THE CURRENT ACWW BOARD

- ACWW Trustees are generally known as Board Members.
- All elected Board members have legal responsibilities as ACWW is a charity registered in England and Wales.
- After the closing date and before the election, nominees shall be required to complete an eligibility declaration from the Charity Commission of England and Wales.
- A nominee must be an individual paid up member of ACWW (Category 5) both at the time of nomination and election and throughout the term of office if elected.
- A nominee must also be an active member of a Category 1, 2 or 3 ACWW Member Society and needs a written letter of reference from their own society.
- Nominees for the post of Area President must live permanently in the Area they wish to stand for.
- As English is the working language of ACWW, nominees must have a high level of understanding and be able to fully participate in meetings as well as the ability to read and write in English.
- No individual may accept nomination for more than one Board position.
- Nominees usually attend the Triennial World Conference at which they are standing for election.
- Please do not forget to complete the Trustees Skills Audit with your Nomination form. ACWW Board Members work as a team to ensure the success of ACWW, supported by Central Office, and with members all over the world. The reality of modern technology, international communication, data protection and the legal responsibilities of a Charity Trustee mean that each position requires a broad range of skills.
- ACWW's Board of Trustees are elected for a 3-year term at the Triennial General Meeting, held as part of the Triennial World Conference, and serve until the conclusion of the following Triennial World Conference.
- Each Trustee may serve (if re-elected) two terms in one position, then may be nominated for up to two more terms to a different position or positions. This means if elected, it is possible to serve on the Board of Trustees for a maximum of 4 terms of 3 years. Information on who is currently in position and when they must retire is in the Conference Information No. 1 document.
- Board Members work closely with professional ACWW Central office staff who may advise and assist.
- Board Members must participate in Safeguarding training.

ADDITIONAL COMMITMENTS IF ELECTED

- Elected Board Members are supplied with an ACWW-owned laptop computer. Nominees must have a good working knowledge of Microsoft 365 and regular access to the internet for communication.
- Members of the Board of Trustees serve in their own right and, once elected, do not act as representatives of their own society, country, or Area.
- The Board of Trustees is collectively responsible for maintaining an effective and relevant Strategic Plan for ACWW.
- All Members of the Board of Trustees are involved in policy making and decision-taking. They are collectively responsible for distributing accurate information about ACWW and should encourage rural women's organisations and individuals to become members.
- Board Meetings are normally held online.
- The Board meets regularly and may decide to meet in person. The Incoming Board will set its own timetable but as an example the current Board meets online for 4 hours once every 2 months and is having an in-person 4-day meeting near London in September 2025 (expenses paid by ACWW).
- Commitment to participate in regular Board Meetings online is expected, and every effort should be made to attend the Triennial World Conference at the end of the term (expenses will be paid by ACWW).
- Travel and Subsistence: When travelling on pre-approved ACWW business, members of the Board of Trustees must make their own arrangements, including full insurance cover and visa applications, unless otherwise notified - ACWW will reimburse these approved costs together with airport and departure taxes (return economy travel, accommodation, and expenses for meals). All such claims must be made in line with relevant financial policies in place, which will be circulated to all Board Members upon election.

EXPECTATIONS IF ELECTED

- All Board Members are expected to check their official ACWW email inboxes at least two times per week.
- All official correspondence must be made using the official ACWW email address so that there is a paper trail and continuity.
- In addition to online Board meetings every 2 months there will be Working Group meetings. Working Groups function to discuss details and can make recommendations to the Board, including updating policies and procedures.
- Elected members volunteer for the Working Groups that most interest them or to which they can contribute the maximum expertise.
- With an international Board, currently with members from 12 countries, meeting times are often in a different time zone from the one in which you may live. For Board meetings this invariably means some members are up late into the night and some are up before dawn to participate.
- Depending upon issues of the day there may be documents to read and comment upon to tight deadlines.
- All Board Members must sign and abide by the Board Code of Conduct.

**More information is included on
the following page.**

BOARD OF TRUSTEE POSITIONS

Of the seventeen total Trustee Positions, the four Officers and four Board Leads constitute the Executive Committee and are members elected by the membership represented at the Triennial World Conference.

Officers

The following Officer positions are open for election:

- World President
- Deputy World President
- Honorary Treasurer
- Honorary Secretary

Other Board Members open for election (see separate section on Area Presidents below):

Current titles of other Board Members that make up the Executive Committee

Four Trustee and Board Lead positions are to be elected at the Triennial World Conference and these Board Members will serve alongside the Officers as the Executive Committee. Currently, these roles are allocated as follows and will be elected as follows, with the proviso that the Board may reallocate areas of responsibility amongst them after election:

- Trustee and Board Lead on Partnerships
- Trustee and Board Lead on Knowledge Sharing and Local Activities
- Trustee and Board Lead on Community Transformation and Projects
- Trustee and Board Lead on Advocacy

Note that these titles may be changed subject to the Incoming Board's needs and expertise.

Other Board Lead designations that currently exist include:

- Board Lead on Membership (currently held by the Deputy World President)
- Board Lead on the Triennial World Conference (currently held by the Honorary Secretary)
- Board Lead on Budget and Finance (currently held by the Honorary Treasurer)
- Board Lead on Fundraising (currently held by the Honorary Treasurer)
- Board Lead on Safeguarding and Data Protection (currently held by the Board Lead on Partnerships)

BACKGROUND ON OFFICER AND TRUSTEE POSITIONS

World President

This is a very demanding role for an experienced leader with time and commitment to be engaged with ACWW daily. They are the official representative of ACWW and authorise all official statements. In addition to chairing Board and Executive Committee meetings, when possible, they will also attend most Working Group meetings, write newsletters, be prepared to represent ACWW at meetings in person and online at all hours of the day and night. They also chair the Triennial World Conference, deliver a Presidential address and speak at Area Conferences which may involve considerable travel away from home. The World President is supported by and has a close working relationship with the Executive Director.

Deputy World President

This is another demanding role, as they deputise as required for the World President including being prepared to represent ACWW at meetings in person and online at all hours of the day and night. Requires a confident speaker. Currently, they act as the Board Lead on Membership and Chair of the Membership Working Group and keep in touch with member societies.

Currently, these responsibilities include:

Monitoring trends in membership; reviewing society applications for membership with due diligence and making recommendations to the Board; consider opportunities for increasing membership; and developing new initiatives for expanding engagement across the membership.

Honorary Treasurer

Has charge of the funds and accounts of ACWW. They shall present a yearly audited financial statement, financial management report and annual budgets to the Board. A summary of the financial accounts is prepared by the Honorary Treasurer for *The Countrywoman* and on the website. The triennial accounts and Budget are to be presented to the Triennial World Conference. A demanding role as consulted on many issues, including Area Conference budgets, receiving and approving Board expenditure. Requires a good level of financial literacy. This role is supported by the ACWW Finance Manager and Executive Director. Board Lead for the Budget and Finance Working Group and (currently, however subject to change based on Board preferences) the Fundraising Working Group.

Honorary Secretary

The Honorary Secretary is the Board Lead for the Triennial World Conference Working Group, responsible for planning and ensuring the Triennial World Conference takes place. Requires experience of attending more than one Triennial World Conference and event organisation.

Trustee and Board Lead on Partnerships

Currently, these responsibilities include:

To consider, establish, support, and review strategic partnerships, at the global, national, and local levels, to help ACWW deliver Projects, fund our core work, and advance our advocacy collaborations.

To protect ACWW's unique global network of women's organisations, building capacity within our network, strengthening our Members and our Membership.

To identify, mobilize and build relationships and support effectively working in like-minded coalitions where appropriate to achieve our aims, ensuring alignment in policy and intent.

Trustee and Board Lead on Knowledge Sharing and Local Activities

Currently, these responsibilities include:

The broad purpose is to discuss local knowledge and activities of ACWW member areas and to engage with and review members' and member societies' activities.

Through the ACWW Coordinator programme, ensure the voices of grassroots members are heard at Board level.

To review triennial reports, receive and consider reports from the membership for trends, needs and calls for action.

To consider implementation and global follow-up of ACWW Triennial World Conference resolutions.

To make recommendations to the Board regarding how best to engage with knowledge sharing and local activities.

Trustee and Board Lead on Community Transformation and Projects

Currently, these responsibilities include:

To consider and make proposals to the Board within the agreed funding criteria from ACWW's Strategic Plan regarding the grants awarding process of ACWW.

The Board Lead shall shortlist funding applications working with the Projects Manager.

The Working Group shall review the shortlist of funding applications sent by the Projects Manager.

The Board Lead shall review the progress and final Project reports.

Trustee and Board Lead on Advocacy

Currently, these responsibilities include:

To advance ACWW's policy agenda within our network and with external partners and bodies.

To promote ACWW's global network of women's organisations, highlighting opportunities for their direct and indirect access to advocacy processes and actions.

To consider the best use of ACWW's Consultative Status and other relationships with the United Nations, its Agencies and Organisations, with a view to advancing our advocacy collaborations and actions.

Trustee and Board Lead on Safeguarding and Data Protection

Currently, these responsibilities include:

To consider, review, and support implementation of ACWW's policies and procedures concerning Safeguarding and Data Protection, including monitoring effectiveness and impact, and make recommendations regarding improvements. Address and respond to incidents and complaints, including 'near misses', in order to be responsive to learning opportunities and strengthen future resilience. To champion the importance of Safeguarding and Data Protection throughout the organisation, especially throughout the Board.

Area Presidents

- Area Presidents must reside in a country in the Area.
- Area Presidents should maintain contact with Member Societies in their Area.
- They are expected to act as a two-way channel for information, surveys, and policy input between the membership and the Board and work with their local ACWW Coordinators. They encourage rural and urban women's organisations and individuals to become members and engage in activities such as Women Walk the World and around policy issues.
- They are also expected to organise a financially independent Area Conference once per Triennium, with Member Societies in the Area.
- Area Presidents are elected by Category 1, 2 and 3 Societies in their Area.

Trustee and Area President for Canada

Current members in: Canada

Trustee and Area President for Caribbean, Central and South America

Current members in: Guyana, Haiti, Jamaica, Trinidad and Tobago

Trustee and Area President for Central and South Asia

Current members in: Bangladesh, India, Pakistan, Nepal, Sri Lanka

Trustee and Area President for East, West, and Central Africa

Current members in: Cameroon, Ghana, Kenya, Liberia, Nigeria, Sierra Leone, Tanzania, Uganda

Trustee and Area President for Europe

Current members in: Denmark, England, Estonia, France, Germany, Latvia, Scotland, Iceland, Norway, Ireland, Iceland, Northern Ireland, Netherlands, Switzerland, Ukraine, Hungary, Romania, Sweden, Channel Islands, Ukraine, Wales

Trustee and Area President for South East Asia and the Far East

Current members in: Brunei, Burundi, Indonesia, Malaysia, Mongolia, Philippines, Singapore, South Korea, Thailand

Trustee and Area President for Southern Africa

Current members in: Namibia, South Africa, Zimbabwe

Trustee and Area President for South Pacific

Current members in: Australia, Fiji, New Zealand, Papua New Guinea, Timor Leste, Tonga, Tuvalu, Vanuatu

Trustee and Area President for the United States of America

Current members in: United States of America

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