



17TH Western Hemisphere Regional Conference
03-06 July 2025 • Mexico
Nuestra Cabaña

Nominations Pack

**Members of the Western Hemisphere
Regional Committee, 2025 - 2028**

November 2024

INTRODUCTION

At the 17th Western Hemisphere Regional Conference in July 2025, Full Member Organisations in the region will elect the next Regional Committee.

Being part of a Regional Committee is a fulfilling experience, filled with new challenges and meaningful opportunities. It's a chance to work creatively with others, learning from different perspectives and expanding your strategic thinking. Members not only strengthen their leadership skills and adaptability but also gain a genuine appreciation for the diversity within our Movement. Each Committee member leads a specific portfolio, often managing volunteer task groups and following up on projects between meetings. Active participation is essential, as the work involves regular online meetings and occasionally in-person. This role requires commitment, but the rewards—both personal and collective—are invaluable.

We now invite Member Organisations in the Western Hemisphere Region to nominate individuals for the Regional Committee 2025-2028. Within this pack you will find further information about the role and responsibilities of Regional Committee members and the desired skills, experience and personal qualities, as well as the link to the nominations form.

We greatly value your active partnership and careful judgement in identifying talented, versatile and passionate women to join the WAGGGS Global Team at the regional level. Should you have an outstanding volunteer with the vision, skills and dedication to serve our Movement at the regional level, please review the materials enclosed and consider submitting a nomination. Reflecting on Motion 3 passed at the 37th World Conference in July 2021 that as far as practicable every newly elected Regional Committee should have at least two members under the age of 30, please ensure that you also consider young women under thirty when reviewing possible nominees.

The nominations process will be led by the Nominations Committee and supported by the Head of Governance. There are six members of the Nominations Committee, one from each of the five WAGGGS regions and me as Chair.

Please feel free to contact me at anamaria.miderosgadea@waggggs.org if you have any questions, and I will be happy to support you. Alternatively, you can contact Nicola Lawrence, Head of Governance at governance@waggggs.org.

Yours in Guiding and Scouting,

Ana Maria Mideros
Chair, Nominations Committee
World Association of Girl Guides and Girl Scouts

DESCRIPTION OF THE NOMINATIONS PROCESS

All potential nominees and their respective Member Organisation need to complete a nominations form. A link to the nominations form can be found at the end of this pack. The form can also be found on [Campfire](#) (WAGGGS' multi-lingual digital learning and community platform) or is available by emailing governance@waggs.org

Each Member Organisation may only submit the name of one nominee. This nominee may be from within their own Member Organisation or from any other Member Organisation. Member Organisations are free to consult with each other. Where a Member Organisation is a federation of two or more Associations, it is required to consult with its Component Associations before submitting a nomination. Nominations will only be accepted from Member Organisations, and not directly from Component Associations.

Both Full and Associate Member Organisations in the Region are able to nominate persons for election to the Regional Committee. However, a member of a suspended Member Organisation may not be nominated. In line with the requirements of the WAGGGS Volunteer Pool, those standing for election as a Regional Committee member must be at least 18 years of age on the day of the election.

Current members of the Regional Committee who are eligible for re-election and who wish to stand for a second term, need to be re-nominated and must complete a new nominations form signed by their Member Organisation.

The Nominations Committee and/or Regional Committee may also suggest names of possible nominees to Member Organisations for their consideration. The Member Organisation makes the final decision about whether it wishes to nominate the suggested individual.

The Nominations Committee will make every effort to ensure that at least two women under the age of 30 are included in the nominations, and may take further action if, at the time of closure of nominations, there are insufficient candidates in this category.

Nominees should complete Part A of the nominations form. The Chief Commissioner, International Commissioner or equivalent senior leader (for example, head of a national board) within the nominating Member Organisation must then sign Part B of the nominations form. Part C is the clearance form which should be completed **ONLY** if the nominee is not a member of the Member Organisation submitting the nomination. The nominations form can be completed in either English or Spanish.

Nomination forms must be submitted to governance@waggs.org by **23.59 (UTC) on Thursday 16 January 2025** at the latest. Forms received after this deadline will not be considered.



Procedure following nomination

Once the deadline for nominations has passed, the Head of Governance will pass on details of all the nominations received to the Nominations Committee who may then consult with the Member Organisation of a nominee directly, should they have any queries.

Members of the Nominations Committee will also contact nominees directly to discuss their application to ensure all information is captured and presented in a consistent manner. All nominees will be expected to attend an online interview which will last approximately one hour. The interview will ensure that the nominee is eligible to stand and that the best examples of her skills and experience have been collected for the Election Booklet. It also provides an opportunity for the nominee to ask any questions she may have about the nominations process or about the role, and expectations if elected, of a Regional Committee member.

On the nominations form, nominees will be asked to provide details of two potential referees who know them well – one from a Guiding/Scouting context and one from a personal/ professional context. During the nominations process the Chair of the Nominations Committee will contact these referees to gain further insight into the nominee's skills, experience and personal attributes.

Should the Nominations Committee have significant concerns about a nominee's ability to serve as a Regional Committee member, the Chair of the Nominations Committee will contact the Member Organisation and discuss these concerns. The Nominations Committee may recommend that the Member Organisation withdraw the nominee from the nominations process. This part of the process is completely confidential.

In the case of a Member Organisation composed of two or more Component Associations, the Nominations Committee will only communicate with the Member Organisation nominating the nominee on the understanding that the Member Organisation will have cleared the nomination with the Component Associations concerned before submitting a nomination.

Responsibilities of Member Organisations and Nominees

Member Organisations and nominees are responsible for ensuring that the information given on the nominations form is correct to their knowledge and that they keep WAGGGS up to date with their contact details should these change after submitting the nominations form.

All nominations will be acknowledged by WAGGGS within 72 hours of receipt. If a nominee has not received a confirmation email within 72 hours of submitting their nomination form, the nominee is responsible for contacting WAGGGS to check if the nomination form has been safely received.

Nominees have a responsibility to actively participate in the nominations process and to respond to requests for information and all communications from members of the Nominations Committee in a timely manner. Failure to comply with these requirements may result in the Nominations Committee withdrawing the nominee from the nominations process. Before this step is taken, an official warning will be given to the nominee, with a copy sent to the relevant Member Organisation.

Confirmation of candidacy

Nominees become an official Regional Committee candidate once they have been through the nominations process outlined above, and the Chair of the Nominations Committee has written to the nominee and Member Organisation to confirm that the nominee is able to progress in the process as a candidate.

The names and particulars of those who have been confirmed as candidates will be circulated to Member Organisations in sufficient time before the Regional Conference. This allows time for the nominations to be considered by Member Organisations and for their delegates to the Regional Conference to be briefed.

Support for nominees/candidates

Throughout the nominations process, members of the Nominations Committee will be available to provide support to nominees/candidates, including answering any questions about the process and/or the role of Regional Committee member, and offering feedback and suggestions to candidates on their Election Booklet profile before it is shared with MOs.

Nominees will also be given the opportunity to speak with one or more of the current Regional Committee members to gain further insight into the role of a Regional Committee member. In the lead up to the Conference, candidates will be briefed by the Nominations Committee on what is expected of them before and during the Regional Conference including opportunities to engage with Member Organisations, and any presentations or speeches which may be required. Guidance for campaigning will also be provided.

A comprehensive induction is provided for all Regional Committee members upon their election.

PROPOSED TIMELINE

15 November 2024	Call for nominations is launched
30 November 2024 & 14 December 2024	Cross-regional information session for potential nominees to clarify any questions they may have with regards to the Terms of Reference, the role, work and tasks of a Regional Committee member and the nominations process.
16 January 2025	Nominations close at 23.59 (UTC)
By 27 January 2025	The Head of Governance will contact nominees to arrange a suitable date and time for their interview.
27 January to 21 February 2025	Nominees participate in an interview with a panel comprising members of the Nominations Committee (including the member of the Nominations Committee for the Western Hemisphere Region) and other individuals from within the region.
21 February to 1 April 2025	Preparation of the Election Booklet
4 April 2025	Election Booklet released to Member Organisations within the region
Late May 2025	Briefing call for candidates
Early June 2025	Pre-conference 'Meet the Candidates' session(s). An opportunity for representatives of Member Organisations to ask questions of those standing for election to the Regional Committee.
3-6 July 2025	Regional Conference. There will be opportunities for candidates to present themselves to Member Organisations in the conference programme before elections take place. Details will be given in the briefing call in late-May 2025.

ROLE AND RESPONSIBILITIES OF THE REGIONAL COMMITTEE

PURPOSE

Regional Committees are at the heart of how the WAGGGS Global Team connects with, and supports, our Member Organisations. The Regional Committee plays an active and important role in relationship management with Member Organisations in the Region and in strengthening Member Organisations according to their needs. The Regional Committee acts as a bridge between the global Movement and the national Member Organisations, bringing WAGGGS and its opportunities closer to them.

Further details about the role and responsibilities of Regional Committees can be found here:

[Regional Committee Terms of Reference](#)

Regional Committees are responsible for:

- developing and implementing Regional Action Plans that support the delivery of WAGGGS's Global Strategy (as approved by Member Organisation at World Conference) at a regional level
- implementing decisions made at the Regional Conferences, and
- providing input based on their regional perspective to the World Board to inform its decision-making.

DELIVERABLES

The work of the Regional Committee is both strategic and operational, with most of the committee's time and focus being on operational matters. The major deliverables for Regional Committees are:

a) To design and implement a **regional membership relations strategy** that guides the approach towards engaging, supporting, and retaining Members while fostering strong connections and addressing their evolving needs and concerns.

b) To lead Member Organisations in their **contribution to the 12-year Vision of the Movement (currently Compass 2032)**. This means engaging and connecting Member Organisations, enabling them to maximise opportunities to support one another and to learn and develop through shared endeavours and experiences.

c) To develop the **Triennial Regional Action Plan**, in consultation with Member Organisations and volunteers in the region and staff. The Triennial Regional Action Plan supports the delivery of the WAGGGS Global Strategy at a regional level and is approved by Member Organisations at the triennial Regional Conference.

d) Working with other members of the regional team (Regional Committee members and regional staff), to **develop, implement, track and report progress of the annual regional action plan** (and budget) which is the regional contribution to the rolling three-year operational WAGGGS Action Plan and Budget approved annually by the World Board.

e) To provide **regular updates to Member Organisations** on the work in the Region, including preparing the **triennial report** to be presented and approved at the triennial Regional Conference. The triennial report highlights performance against the triennial regional action plan and how the region has contributed to the WAGGGS Global Strategy and the 12-year Vision of the Movement (currently Compass 2032).

f) To support the delivery of, and participate in, the **triennial Regional Conference** and other regional events as per the committee's action plan and budget.

g) In collaboration with the Capacity Building team, support Member Organisations in the region in **identifying development and capacity needs**, such as through using the Capacity Assessment Tool, and ensuring the appropriate follow up support is offered.

h) Using a variety of tools and resources, to support the **development of leadership skills within Member Organisations** in the region. This includes promoting use of frameworks such as the "Growing and Learning" learning and development framework and the leadership mindsets by Member Organisations.

i) To develop initiatives that increase **international experience** opportunities and create international experience connections between Member Organisations across the Region.

j) To support the Capacity Building team when working with **Associate Members** within the region in their journey to obtain Full Membership and with **Potential Member Organisations** within the region in the process to obtain membership of WAGGGS. At the appropriate time, the Regional Committee will consider their membership application (either Associate to Full, or Potential Member Organisation joining for the first time) and will make a recommendation to the World Board, providing the Board with all relevant information.

k) Take **appropriate action** if a Member Organisation is failing to meet WAGGGS' membership criteria. This role and process is elaborated further in the WAGGGS Membership Policy. If necessary, the Regional Committee may recommend the suspension or termination of a Member Organisation's membership of WAGGGS to the World Board.

l) To occasionally undertake **visits to Member Organisations** and other travel assignments as required, subject to budgetary and other parameters.

m) To **advise, make recommendations to, or seek input** from the World Board on regional matters, through the Regional Chair, as appropriate.

ACCOUNTABILITY

The Regional Committees are accountable to the World Board. On behalf of the committee, the Regional Chair provides a written report to the World Board at least four times a year.

The Regional Committee reports to Member Organisations at least once every triennium (through the triennial report) on its performance against the WAGGGS Global Strategy and presents the Regional Action Plan for the coming triennium.

KEY RELATIONSHIPS

- Members of the WAGGGS World Board
- Members of other World Board Committees and Working Groups
- WAGGGS staff
- Member Organisations in the region
- Regional volunteers
- Representatives of National Girl Guide/Girl Scout Organisations in the region working towards Membership of WAGGGS
- Representatives of external/partner organisations in the region associated with Girl Guiding/Girl Scouting

PORTFOLIOS

To support the implementation of the regional action plan, members of the Committee will hold different portfolios.

Core portfolios for the 2025-2028 triennium are: Relationships with Member Organisations, Volunteer Management, Capacity Building, Communications and Finance. Further information on the core portfolios for the 2025-2028 triennium can be found [here](#). We recommend that you carefully review these.

Regional Committees may create additional portfolios but should ensure that these align with the WAGGGS Global Strategy and priorities, and that the core elements are covered by their Committee Members. The Regional Chair should consult the Head of Membership and Regional Support if the committee wishes to propose an amendment or variation to any of the core portfolios.

MEMBERSHIP

As specified in Articles 21.1 and 21.2 of the WAGGGS Constitution and Bye-Laws, each Regional Committee consists of a maximum of six elected members, including, so far as practicable, at least two young women under the age of thirty at the time of election.

Members of the Regional Committee are elected by Full Member Organisations attending the Regional Conference. The members of the Regional Committee are elected to serve for a term of three years. They are then eligible to stand for re-election for a further term of three years if they wish to, if they have met the role's expectations, and if endorsed by their Member Organisation. The maximum length of service is two terms.

Whilst every effort is made through the nominations process to ensure that amongst Regional Committee members there is a cross-section of the desired skills and experience, ultimately once elected the incoming Regional Committee will do a skills audit/review. If there is a gap in skill or experience, it is the responsibility of the Regional Committee members to seek additional resources to meet the committee's needs. This could include co-opting one additional non-voting member of the committee, from a different Member Organisation to any of the Regional Committee members.

Conflicts of interest

A Regional Committee member may not hold a significant position in their Member Organisation once elected. This means that they cannot serve as a President, Chief Commissioner, National Board/Council/Executive body member, International Commissioner, or other significant or decision-making role in their Member Organisation whilst a member of the Regional Committee.

A Regional Committee member also cannot be an employee of, or undertake any paid consultancy or contract work for, WAGGGS or a Member Organisation whilst a member of the Regional Committee. Any individual employed, hired or holding any of these roles can still be nominated and elected, but the individual will be asked to relinquish the role within three months of being elected to the Regional Committee.

In order to be able to dedicate sufficient time and energy to their Regional Committee responsibilities, Regional Committee members are strongly discouraged from holding another significant governance role within WAGGGS during their term of office e.g. as a member of a committee of the World Board or Working Group unless requested to do so as part of their Regional Committee role.

If a Regional Committee member holds a less significant governance, operational or implementation position within WAGGGS or their Member Organisation (for example, as a local troop leader or as a trained facilitator) they should carefully consider whether this would put them in a situation where their different roles could come into conflict or could be perceived to be in conflict. If so, after being elected this should be declared in the declaration of interests form and in any specific discussions where it might have or be perceived to have an impact.



REGIONAL WORKING GROUPS AND VOLUNTEERS

The Regional Committee is collectively responsible for ensuring that the resources required to fulfil the mandate of the committee are in place. This includes through the establishment of Working Groups or Task Groups to support delivery of the portfolios or other thematic areas of work, and/or other structures as needed. Such groups are advisory in nature and have no delegated authority to take decisions on behalf of the committee. Members of the Regional Committee may be asked to chair one or more of these Working Groups and to manage the volunteers within the group, but when possible, it is recommended that a working group lead is assigned to the role of chairing the working group and the committee member attends meetings in their portfolio holder or project lead capacity.

The Regional Committee is strongly encouraged to recruit, develop and maintain strong teams of skilled volunteers to serve on these Working Groups and Task Groups at the regional level. When selecting members of these groups, the Regional Committee should ensure that the diversity of the Member Organisations in the region is reflected as far as possible and that they would have the resources and time to manage the volunteers and provide them with a positive volunteering experience.

Further support can be sought from WAGGGS Volunteer Management tools.

WAYS OF WORKING

Chairing

Each Regional Committee shall elect from its members a Regional Chair and a Vice-Chair with relevant experience and expertise. The Regional Chair automatically becomes a Trustee of WAGGGS, sitting on the World Board. Please refer to the section on “*The Role and Responsibilities of the Regional Chair and Regional Vice-Chair*” for further details.

Quorum and decision-making:

The quorum for a Regional Committee meeting is more than half of the voting members.

Most decisions will be taken by general consent, a verbal agreement following an open discussion, but very occasionally a formal vote may be taken if it has not been possible to reach a clear agreement after substantial discussion and/or the decision is particularly sensitive.

In these cases, each voting member of the committee has one vote. The Chair also has a casting vote (except in cases related to the removal of a Regional Committee member). All matters are decided by a simple majority (with the exception of the removal of a Regional Committee member as laid down in the WAGGGS Constitution).

The Regional Committee may also take decisions outside of a meeting, as needed, through e-mail ballot.

Working as a Regional Team

Regional Teams (Regional Committee members and regional staff) work in collaboration towards the delivery of the regional action plan. This includes the active participation of regional staff members in Regional Committee meetings and calls. Where practicable, meetings or calls involving staff members should take place during the working day.

The Head of Membership and Regional Support is an integral member of the regional team and is actively involved in the regional operations and plans. The Head of Membership and Regional Support has regular interaction with the Regional Chair, these meetings are an opportunity to discuss alignment on goals, regional strategies, and addressing any issues that may arise.

In addition to meetings with the Regional Chair, the Head of Membership and Regional Support also participates in occasional meetings with the Regional Committee.

The Head of Membership and Regional Support is responsible for the line-management of the Regional Manager or Head of Region. This means they are directly responsible for managing, supervising, and supporting this individual’s work and providing guidance or resources as needed.

It is anticipated that the Chair, Vice-Chair and the Regional Manager/Head of Region (sometimes referred to internally as the Chair’s Team) will also meet together regularly. This is a practical and informal working arrangement, useful for planning meetings, monitoring and progressing the work in the Region and is not a formal structure.



Financial decision-making and allocation of resources

Regional Committees determine how best to deliver the regional action plan to meet the needs of Member Organisations in the region. The Head of Membership and Regional Support coordinates with regional teams on the development of the annual and Triennial Regional Action Plan and budget in accordance with WAGGGS' timetable and the integration of these plans into the rolling three-year operational WAGGGS Action Plan and Budget. This includes determining how to apply the WAGGGS regional allocation and other region-specific income such as income from friends' groups to the work of the region to achieve the Triennial Regional Action Plan and WAGGGS Global Strategy.

The World Board has oversight of this through the approval of the regional action plans and the global planning process as stated in the 12-6-3 year strategic planning model. The Head of Membership and Regional Support is the overall budget holder and approver for all regional cost centres.

Meetings of the committee

Quarterly review meetings

The Regional Committee will meet every quarter to review progress against the action plan and budget, receive updates from portfolio leads on their portfolios and on the work of Working Groups or Task Groups of the committee, and review plans for the upcoming period. Following each of these quarterly review meetings the Regional Chair will provide a written report to the World Board on behalf of the committee.

Other meetings of the committee

It is expected that, between the quarterly review meetings of the Regional Committee, the committee will meet approximately monthly for a short meeting to share updates and discuss any matters at hand. However, the exact frequency and content of these meetings will be determined by each Regional Committee and may fluctuate based on times of higher need or priorities.

Ways of working

Please see the section on page 14 of this document for specific details about ways of working for the Western Hemisphere Regional Committee.

Regional Committee members are expected to attend all committee meetings, and to inform the Regional Chair if they are unable to attend.

A summary of the discussions, agreed action points and/or decisions taken at a committee meeting (either the quarterly review meeting or any other meeting of the committee) will be noted as a record of the meeting, and the notes shared within the committee.

Meetings are generally expected to be via conference call (e.g. Zoom, Microsoft Teams, Skype) but there may also, on occasion, be a physical meeting of the Committee (subject to budgetary and other parameters).

Meetings of the Regional Committee are called by the Regional Chair. If any member of the committee wishes to propose an additional meeting of the Regional Committee they should discuss this with the Regional Chair.

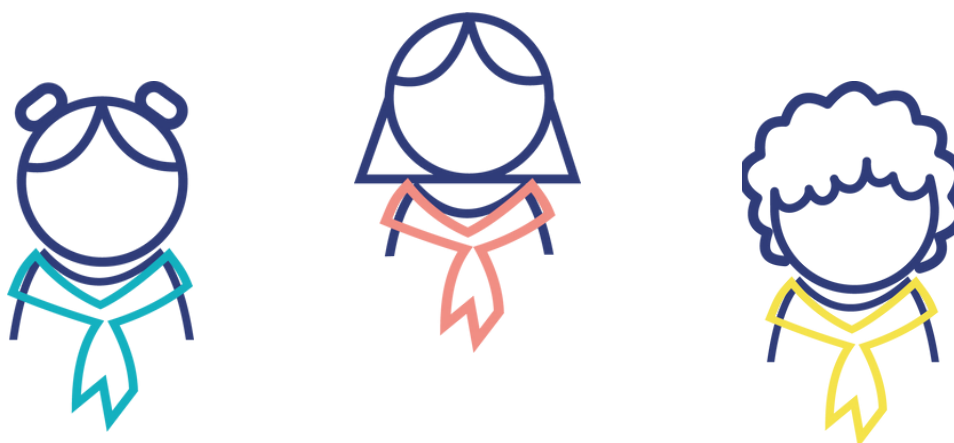
Supporting papers for meetings will normally be made available on-line, with appropriate access restrictions to maintain confidentiality. Every effort will be made to allow Committee Members one weekend (Saturday and Sunday) to review supporting material before a meeting or decision.

All Regional Committee members will be given a WAGGGS email address. All email correspondence with Member Organisations, volunteers and staff should be conducted via this email address to ensure compliance with WAGGGS GDPR/data protection policies. Personal email addresses should not be used to conduct WAGGGS business.

Regional Committees will have access to various platforms used within WAGGGS for example Notion, Campfire, SharePoint and Microsoft Teams. The Regional Committee are encouraged to make use of these secure digital systems to conduct Regional Committee business and communicate with each other where possible, such as using Microsoft Teams Chat. Basic training in these platforms will be offered during the onboarding and induction process for Regional Committee members.

Some communication within the committee may also be conducted via WhatsApp which may require use of a personal cell phone. If doing so, members of the committee should follow the WAGGGS Communications Policy. WhatsApp should not be used for decision-making, decisions can only be taken in a meeting or via email.

Committee Members are responsible for ensuring documents are saved in the appropriate WAGGGS platform, with appropriate access and security settings, to ensure appropriate knowledge management and record-keeping.



Induction and handover

A comprehensive induction and onboarding process is provided for all Regional Committee members.

As part of the handover process from the outgoing Regional Committee, outgoing members are asked to complete a portfolio handover document, providing information on their portfolio for the next portfolio holder. Recognising that being able to speak with someone is more beneficial than simply reading a document, outgoing members of the Regional Committee are also asked to remain available to answer questions from the incoming Regional Committee, for up to three months (six months for the Regional Chair) after their term finishes on the committee.

EXPECTATIONS OF REGIONAL COMMITTEE MEMBERS

Members of the committee are expected to comply with the WAGGGS organisational values and WAGGGS policies including, but not exclusively, the Code of Conduct, Conflict of Interest Policy, Safeguarding Policy, Data Protection Policy, Volunteer Management and the Confidentiality Statement.

All members of the Regional Committee are expected to deal promptly with all correspondence and must keep the Regional Chair and Regional Manager informed of their correct contact details or if they are facing challenges with WAGGGS digital systems and are prevented of accessing information.

Regional Committee members are expected to take personal responsibility for keeping informed of the work of the committee including accessing resources, reading emails and supporting papers, and seeking clarity if required in order to make informed decisions and to meet required deadlines.

The number of hours that each Regional Committee member dedicates to their role will vary by region, as well as the portfolio(s) that a Regional Committee member holds. It is expected that the role will involve a minimum of 15-20 hours per month.

Regional Committee members should make every effort to be accessible, flexible and responsive, particularly during periods of peak demand and activity, such as preparation and execution of regional events, launch of new programmes and/or partnerships, or preparation for Regional and World Conferences. Regional Committee members should inform the Regional Chair if they need to take time off or will be unavailable for a certain period of time.

While in their roles, Regional Committee members may come across other volunteering opportunities at WAGGGS. If a Regional Committee member would like to hold a less significant short-time operational volunteer role at WAGGGS (for example, as a facilitator at a WAGGGS event or a member in a WAGGGS Capacity Building team) they should carefully consider whether this would have an impact on their Regional Committee deliverables. Before applying or accepting (if approached) any new roles, Regional Committee members are expected to discuss the opportunity with the Regional Chair. This should include how the new position may impact their committee work and how it will contribute to their regional role or personal development

Regional Committee members are expected to work effectively in a diverse, multicultural setting, demonstrating cultural sensitivity and awareness in all interactions and decision-making processes to ensure inclusive and respectful engagement with all members of the regional team.



LEADERSHIP PRACTICE

Leadership development is at the heart of Girl Guiding and Girl Scouting. From the moment we promise to “do our best”, we step into a values-based leadership journey that shapes our perspectives and behaviours. We believe that everyone, whatever their age or experience, can equally practise leadership. Every adult member of Girl Guiding and Girl Scouting has the same leadership responsibility; to lead in a way which is true to our values, responds to context and uplifts others. In this way, we can contribute to a Movement where girls can be themselves, grow in resilience, take the lead in their own lives and build the world they want to see.



Practising the WAGGGS leadership model can help leaders of the Movement develop the behaviours they need to fulfil that responsibility, so we would expect candidates for the Regional Committee to be able to demonstrate that they are consciously practising the WAGGGS leadership model through their attitudes and behaviours. The WAGGGS leadership model uses six mindsets as tools to make leadership practice conscious.

You can read more about the leadership model here: [WAGGGS Leadership Model](#)

WESTERN HEMISPHERE REGIONAL COMMITTEE

Here you will find further information relevant to the Western Hemisphere Regional Committee, including its composition, ways of working and operating languages.



The following current members of the Western Hemisphere Regional Committee are eligible to stand again for a second term on the Regional Committee if they wish to put themselves forward and if this is endorsed by their Member Organisation: Susan Birnie, Abigail Christmas and Barbara Munoz Madariaga. Ravicka Phillip, having recently joined the committee to fill a vacancy, is eligible to stand for a first full term on the Regional Committee if she wishes to put herself forward and if this is endorsed by her Member Organisation.

The Western Hemisphere Regional Committee (WHRC) works bilingually in English and Spanish. Committee members need only be proficient in one of these two languages. All meetings have simultaneous English/Spanish interpretation. In written internal WHRC communications, Committee members include both English/Spanish translations (using an online translation platform for support, if needed). All official external Regional communications and documents are shared in both English/Spanish.

The WHRC predominantly works virtually, with a range of 1-3 face-to-face, in-person Committee meetings per triennium. WHRC members should be prepared to be flexible, as various meetings end events take place on both weekdays and weekends.

If you have any specific questions or would like more details, please email WH.region@waggs.org and we'd be glad to provide additional information.

REGIONAL COMMITTEE MEMBER PERSON SPECIFICATION

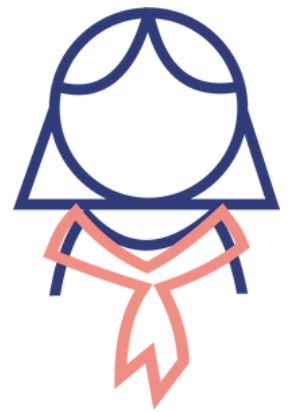
It is anticipated that each Regional Committee member will bring a valuable collection of knowledge, talent and expertise to maximise the benefit of WAGGGS' tools, resources and connections for Member Organisations.

To advance the progress, unity and growth within and across regions, it is highly desirable for Regional Committee members to collectively have skills and knowledge directly relevant to the stated deliverables.

Essential for all Regional Committee members:

The following skills, experience and personal qualities are required amongst all members of the Regional Committee:

- A member of a WAGGGS Member Organisation.
- An understanding of WAGGGS; the complex and diverse regional context in the WAGGGS setting; and the varied organisational structure of Member Organisations.
- An understanding of, and ability to articulate, the WAGGGS leadership model and non-formal education methodology.
- Values and behaviours consistent with WAGGGS' core values.
- Good general knowledge of the challenges and opportunities facing girls and young women across the region.
- Ability to be flexible and open to new opportunities or ways of working.
- Sound independent judgement and the ability to challenge constructively.
- Ability to analyse and interpret information and think critically, creatively and strategically.
- Ability to listen and learn from others, to see things from different perspectives and appreciate diverse points of view.
- A collaborative approach, able to work effectively as part of a diverse team of volunteers and staff, while respecting differing roles and reporting lines.
- Cultural sensitivity and an ability to work in a multi-cultural context.
- Experience in working with volunteer teams, team leadership skills and ability to delegate.
- Ability to readily access and use technology as a means of communication and collaboration including email, WhatsApp, SharePoint, Notion, conference calling platforms (Teams, Zoom).
- A willingness to devote time (estimated as minimum of 15-20 hours per month) and effort in preparing for, and participating in, Regional Committee meetings, as well as delivering on portfolio areas and other work between meetings.



Desirable (needed collectively within the Regional Committee)

Knowledge, skills or experience in one or more of the following areas is desirable. Regional Committee members are not expected to possess a high level of skill or experience in all of the areas listed below.

- Previous experience of volunteering for WAGGGS
- Ability to think strategically and create strategic plans
- Financial management, budgets and risk management.
- Project and Programme planning and management
- Governance and/or legal expertise
- Fund development and partnerships
- Diversity, equity and inclusion
- Negotiation and conflict resolution
- Marketing and communications, including public relations and social media
- Research and development; Monitoring and evaluation, including data collection and analysis
- External relations
- Influencing skills and advocacy
- Human resources management (staff and/or volunteers)
- Information technology tools, systems and applications
- Innovation and creative thinking

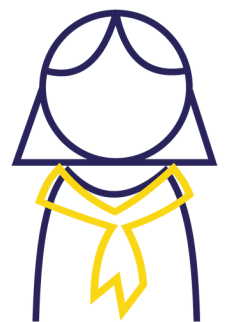
THE ROLE AND RESPONSIBILITIES OF THE REGIONAL CHAIR AND VICE-CHAIR

After the election of the new Regional Committee at the Regional Conference, a special meeting of the new Regional Committee takes place at which the committee elects a Regional Chair and a Regional Vice-Chair from amongst its members. This meeting usually takes place before the end of the Regional Conference, but occasionally may take place a short time after the conference has closed.

REGIONAL CHAIR

The Regional Chair leads and manages the Regional Committee in fulfilling its responsibilities as stated in the Regional Committee Terms of Reference. The Regional Chair is responsible for ensuring that the WAGGGS organisational values are central to how they and their Regional Committee work, and that the WAGGGS leadership model mindsets are integrated into the work of the region.

By virtue of her elected position as Regional Chair, the Regional Chair also serves as a World Board Trustee and reports directly to the Chair of the World Board. As a World Board Trustee, the Regional Chair must meet the criteria for World Board members, including the language requirement. The Regional Chair requires the ability to use English as a working language.



REGIONAL VICE CHAIR

The role of Vice-Chair is not only to deputise for the Regional Chair as needed. In addition to assisting the Regional Chair in her responsibilities, the Regional Vice-Chair carries important responsibilities and requires significant time and attention.

Further details about the role and responsibilities of the Regional Chair and the Regional Vice-Chair can be found here:

[Role and Responsibilities of the Regional Chair and Regional Vice-Chair](#)

GUIDANCE ON COMPLETING THE NOMINATION FORM

IF YOU ARE A MEMBER ORGANISATION

- Send a copy of this Nominations Pack and the Nominations Form to potential nominees.
- Complete and sign Part B of the Nominations Form for your selected nominee once the nominee has completed Part A.



IF YOU ARE A NOMINEE

- Complete and sign Part A of the Nominations Form
- Send your form to the nominating Member Organisation for the completion of Part B. If the nominating Member Organisation is not your own Member Organisation, please then also ask your Member Organisation to sign Part C (the clearance form).
- Please send your completed form (Parts A and B, and if applicable Part C) by email to governance@waggggs.org to arrive no later than **23:59 (UTC) on 16 January 2025**. Please attach to the same email a photograph of yourself taken within the last six months in either JPEG, PNG or TIF format. This photo should be portrait style where you are facing the camera directly, and wearing your national Girl Guiding/Girl Scouting uniform.

NOMINATIONS FORM



Questions?

If you have any questions, please contact Ana Maria Mideros, Chair of the Nominations Committee (anamaria.miderosgadea@waggggs.org) or Nicola Lawrence, Head of Governance (governance@waggggs.org) who will be happy to speak with you.