



If you are interested; or know someone who wants to be part of leading VSA.

We are looking for people who:

- are experienced and/or interested in governance, public diplomacy, and international development,
- have experience, or are interested in being part of organisational transformation,
- are motivated to achieve VSA's vision and live our values,
- have the time, passion, and integrity to take on all parts of the role,
- are independent thinkers, who like working as part of a team and who are happy to accept collective responsibility, and who,
- are able to commit to being on Council for a four-year term as a volunteer.

As our governing body, the Council aims to reflect the strong diversity and the ngā tāngata of Aotearoa. We seek to have Council members with experience and relationships in the Pacific countries within which we work, and we encourage all New Zealanders who are keen to be part of and learn about the governance of a values based and progressive organisation, to consider being involved.

As part of this, we are looking for people with a diverse mix of backgrounds and skills, including experience in at least one of:

- working with Pacific communities and organisations,
- international development – academic or field experience,
- governance or financial management,
- government or the private sector,
- business change,
- stakeholder engagement including digital marketing or online communications, and fundraising.



What will you do on Council?

Council set *VSA's strategic direction (2019-2023)*, so new Council Members will monitor its implementation and then be part of creating the strategy for 2024 and beyond.

The next few years especially will be significant for VSA. In response to COVID-19, VSA critically reviewed its operating environment and delivery models, with the outcomes of that work now being incorporated into how it operates. With a dual focus on returning volunteers to the Pacific as soon as possible over the next few years, VSA will also be taking a transformative approach, actively exploring and implementing innovative options for future volunteering models.

Council has a significant role in this change, leading our strategies to increase VSA's impact in the wider Pacific.

Time and money

Council Members, just like our overseas volunteers, give their skills and time and have their costs covered:

- Council meets in person four or five times per year: usually in February, May, August/September, November (AGM) and December. Meetings are at VSA's office in Wellington, or with the agreement of the Chair, can be joined online.
- Council Members are volunteers and are unpaid, but travel and accommodation costs are met, and a small per diem payment is provided for incidental costs.

How do you stand for Council, or nominate someone else?

- ① Read *Being on the VSA Council*. We also encourage you to have a conversation with a current Council member if you have questions and are happy to put you in touch with them.
- ② Let us know if you want to be a candidate and we will send you a nomination form.
- ③ The person being nominated for Council (the candidate) fills out the *Nomination Form for VSA Council* and *Candidate Form for VSA Council*
- ④ Mail the forms to VSA to arrive by 30 June 2021, or alternatively you scan and send to election@vsa.org.nz to arrive before the same date.

Spare forms can be downloaded at www.vsa.org.nz (under "About VSA/VSA Council Election 2021.")

The elections

Members will vote during September 2021, with results announced in October 2021. For more on the elections and the role of VSA's Council, [click here](#).



VSA's 2021 Council Elections

– Being on the VSA Council

We want Council Members from all backgrounds with the energy and drive to make a difference – change makers to build on the achievements of this amazing organisation. They'll be motivated to achieve VSA's vision and live our values, and with the time, passion and integrity to take on all parts of the role.

We value independent thinkers, who like working as a team and are happy to accept collective responsibility – people who are interested in learning about governance or with direct experience, and, ultimately, want to help set VSA's strategy and ensure we remain on course. Does this sound like you or someone you know?

Council Members are elected by VSA's members, and membership is open to all. To stand, you should have what we are looking for in **at least one** of the areas below.



International development

You'll need: field experience or academic qualifications or experience working with international development agencies. All returned VSA volunteers meet the criteria as they have International Development field experience.



Financial management or governance

You'll need: experience of successful financial management or governance roles in non-profit/voluntary, professional bodies, government or private sector.



Government

You'll need: experience in government administration and knowledge of bureaucratic systems, including: advocacy and/or links with policy-makers in government (political and non-political).



Private sector

You'll need: experience working in the private sector; commercial nous; business and commercial networks.



Connections within the Pacific

You'll need: to know people in the Pacific communities within New Zealand and/or in the Pacific to help us make connections, support us to build relationships and advise on innovative approaches to work collectively within the region.



Digital Marketing, Online Communications and/or Fundraising

You'll need: experience of successful digital marketing, online communication and/or fundraising roles in non-profit/voluntary, professional bodies, government or private sector.



Frequently Asked Questions for VSA's 2021 Council election

What is the VSA Council?

VSA's Council is our governance body – it sets the strategic direction for the organisation. All Council members must be members of VSA, and they are elected by VSA's members. We have an election process every two years, and all members are invited to participate.

There is a minimum of eight Council members elected by the membership. Our constitution sets out a "rolling" election cycle, whereby half remain and half completed their term, creating a minimum of four vacancies at a time. This year there are six vacancies due to Council members remaining during 2020 as elections were unable to be held.

The elected term is four years. Candidates elected in this year's election complete their term in 2025. The continuing Council members were elected in the 2018 election, and therefore their term is completed in 2022.

Council Members, just like our overseas volunteers, give their skills and time and have their costs covered. The Council meet in person four or five times per year: usually in February, May, August/September, November (AGM) and December. Meetings are at VSA's office in Wellington, or with the agreement of the Chair, can be joined online.

Council Members are volunteers and are unpaid, but travel and accommodation costs are met, and a small per diem payment is provided for incidental costs.

Who can be a Council Member?

VSA is an Incorporated Society, and we have a constitution which outlines rules about how we are governed. Our constitution requires Council members to be resident in NZ.

Candidates need to be VSA members. All New Zealand residents can be members. There are Financial Members, Life Members and Honorary Members. Financial Members are those people who support VSA through an annual subscription. Volunteers become Honorary Members and receive this for a minimum of 12 months on their return. We also have Life Members who are a group of people who have historically made a significant impact on the organisation.

The constitution also specifically rules actively serving volunteers as being ineligible to serve on the Council. As noted in the residency requirement, you may stand, but if you were successfully elected, you would need to return from your overseas assignment.

All candidates will need two members to support their nomination. We can assist in putting people in touch with members to help with this process.

What is the Election Process?

You can consider being nominated or nominating someone else (with their permission) to be a candidate for the VSA Council Elections. Register to receive a Nomination Pack or download information on our [website](#). You will need to complete a nomination form that is signed by two members, complete a profile for the voting pack including a recent photo.

Completed nominations and profiles are sent to election@vsa.org.nz or mail to Volunteer Service Abroad / Te Tūao Tāwāhi, Level 2, 77 Thorndon Quay Pipitea, Te Whanganui-a-Tara/Wellington 6011.

Nominations close on 30 June 2021 and voting packs are sent to all voting members in August 2021. Voting is according to a preferential system and results are announced in October 2021. The newly elected Council takes up office at the Annual General Meeting in November 2021.

Who is the Returning Officer?

Our constitution states that for elections, the Returning Officer is the Chief Executive Officer – so Stephen Goodman is the current Returning Officer.

Cristine Werle, VSA's Executive Coordinator, is assisting with the process, and you may receive communication from her in relation to any questions you have regarding the process.

I don't have access to a scanner to email the completed documents to you

That's OK, we are happy to accept photos of each page of each form. You should just check that all the information is clearly visible and your photo is a recent individual photo suitable for a voting form.

I've sent in my nomination – what's next?

You will receive an acknowledgement your nomination has been received. This won't be automatic, so it may take a day or two. If you haven't heard in that time, please get in touch to check, as it may mean your nomination hasn't been received.

Your nomination forms will be checked to ensure all the parties are members. The information you provide will be included in the Voting packs.

Voting packs are sent to all members no later than 31 August. Voting closes on 30 September, with votes counted in the first week of October. Once the results are known, we contact each nominee to advise them whether they were elected or not. More information about the voting process itself will be made available closer to the time.

I still have questions – where can I find answers?

If you still have a question, please send an email to election@vsa.org.nz. We will endeavour to reply within a day or two.



Nomination Form for VSA Council

This form is to be completed by three people:

1. the person nominated
2. the person nominating a candidate to stand in the 2021 VSA Council elections
3. the person seconding a candidate to stand in the 2021 VSA Council elections

Please note: the person nominated, and the two people nominating them and seconding the nomination respectively, must all be current honorary, financial or life members of Volunteer Service Abroad Te Tūao Tāwāhi (in line with clause 13.1 of the Constitution).

Members can only be nominated if they are 18 years of age or over. From 14 November 2021 onwards (the date of VSA's Congress and Annual General Meeting) are a New Zealand resident and not actively serving as a VSA volunteer. The completed nomination documents should reach the Chief Returning Officer by 30th June 2021, scanning and emailing to election@vsa.org.nz or using the freepost envelope which can be requested.

Nomination

Person being nominated.....
(name as it will appear on the ballot paper)

Residential address:.....
..... Phone:.....

Postal address.....
.....

Email.....

I have read the information on the back of this form.

Nominee: *“By consenting to this nomination I confirm my understanding of the required attributes of VSA Councillors and my commitment to serve VSA to the best of my abilities. I consent to the information on this form and my accompanying profile being made available to VSA members.”*

Signed..... Date.....

Nominator's name:..... Signature.....

Seconders name:..... Signature.....

Office use: membership status verified: Y / N
Signature of Chief Returning

Officer.....

Date:.....

Candidate Profile for VSA Council

- This form is to be filled out by the person nominated to stand for VSA's Council (the candidate)
- The profile you provide will be included in the Candidate Booklet which goes to all members before voting takes place. It is your one opportunity to present your strengths to members
- Your Personal Statement (see over page) should discuss where you have experience Council is looking for (read "[being on VSA Council](#)" for details), and what you can offer VSA.

I wish to stand for election as a member of VSA's Council:

Full Name:..... Ethnicity:.....

Address:.....

Contact email:.....

My occupation is (or was if retired).....

I have the following VSA experience:

Returned Volunteer Dates:.....

Any VSA involvement in New Zealand (*specify*):.....

I have other practical experience in overseas development (*specify*):.....

.....

I have the following community voluntary interests:.....

.....

Council Members should have at least one of the below. Read the back of Form 1 for more information, then tick as appropriate, and provide more detail in your personal statement:

International development – academic International development – practical

Financial management Governance

Government Private sector

Stakeholder Engagement, Fundraising, Digital Marketing or Online Communications

Please complete the personal statement for your profile over the page.

Candidate's Personal Statement (250 words maximum)

We suggest using 100 words to discuss your relevant experience, and 150 words to cover off what you can offer VSA. You can use this form or a separate word document. Statements over the word count will be returned to the candidate for editing.