

TO ALL MOWCAP MEMBERS

MOWCAP 6: BUREAU ELECTIONS

Introduction

In accordance with article 9 of MOWCAP's statutes, an election for the MOWCAP Bureau will be held at the General Meeting in Guangzhou. Bureau elections are normally held every four years. The Bureau presently comprises the **Chair**, three **Vice chairs** and the **Secretary General**; the assigned UNESCO Regional Advisor is an ex officio member.

Bureau members, when acting in that capacity, serve as individuals representing the interests of the whole membership of MOWCAP, and not as representatives of a particular country or national MOW committee.

The Bureau is responsible for planning, organising, implementing and monitoring of the work programs approved by MOWCAP. Meetings are normally held annually.

Position descriptions

All Bureau positions carry workloads and accepting election involves a commitment to carry out that workload. Bureau members serve essentially as volunteers; there is no financial compensation for their time. Where UNESCO's budget allows, travel costs and out of pocket expenses may be compensated.

The **Chair** convenes and chairs MOWCAP and Bureau meetings and, together with the Secretary General, manages most of the workload involved in their preparation. The Chair liaises with MoW's Paris secretariat, the MOW International Advisory Committee, and the UNESCO Regional Advisor. The Chair maintains oversight of MOWCAP projects and undertakes representational work as needed.

The **Secretary General** is the MOWCAP Secretariat and is responsible to the Chair. The Secretariat handles all administrative and financial matters, including the production of minutes of all MOWCAP meetings, and the receipt of nominations to the Asia Pacific MOW Register.

The three **Vice Chairs** assume portfolios assigned by the Chair. These may cover a range of liaison, communication, project management, mentoring and administrative tasks.

Eligibility and nomination

Anyone with a commitment to the MOW program can stand for election to any Bureau position: they do not have to be a member of a national MOW committee. As mentioned above, they serve as individuals in the interests of the whole membership.

Candidates are nominated and seconded from the floor during the General Meeting.

Voting

In accordance with the statutes, every National MOW Committee exercises one vote, and eligibility to vote will be established at the beginning of the MOWCAP General Meeting. This applies to all matters requiring a vote, including Bureau elections.