

## Terms of Reference: World Conference Chair

### Preamble:

The World Conference is the principal decision-making body of the World Association of Girl Guides and Girl Scouts and it convenes in the last year of each triennium.

Each World Conference is chaired by a Conference Chair as set out below, who presides over the Conference and ensure that the business of the Conference is properly carried out. There may also be a Vice-Chair(s) to support the Conference Chair in her duties.

### Appointment

The appointment of the Conference Chair, and if applicable the Vice-Chair(s), will be made by the World Board in line with the specified skills and experience needed for the role. An open call for nominations may be held, or alternatively the World Board may approach someone directly whom they consider suitable for the role.

The Conference Chair should not have any role in a Member Organisation delegation at the World Conference or be travelling to the World Conference on behalf of a Member Organisation that could influence her role as Conference Chair. She must be able to freely and openly carry out her role as Conference Chair.

### Functions

Prior to the World Conference:

- Know and understand the Conference Rules of Procedure
- Know and understand WAGGGS' Constitution and bye-laws
- Know and understand any Proposed Motions and any Proposed Amendments
- Be a member of the World Conference Planning Team and participate in regular virtual, and possible occasional face-to-face, meetings leading up to the Conference.

At the World Conference:

- To preside over the conference and chair sessions of the Conference effectively.
- To ensure that the business of the Conference is properly carried out, including ensuring a democratic and transparent decision-making process can occur.
- Follow procedures as outlined in the Rules of Procedures
- To refer all questions on procedure to the Procedural Team, for advice and guidance, but have the final authority on all procedural matters and on any point of voting not covered in the Rules of Procedure.
- Approve, along with the Procedural Team Coordinator, Proposed Motions not previously circulated to be considered and voted by the Conference
- In conjunction with the Chair's Team, Chief Executive and Head of Governance, ensure that documentation relating to Agenda items is properly prepared and presented.
- The ruling of the Conference Chair will be final on all procedural matters including, but not limited to, length of speeches, voting methods and management of agenda items.

After the World Conference:

- Participate in the production of conference document Records of Decisions. This will be submitted within one month of the official close of the Conference.
- Participate in the production of an evaluation report of the Conference. This will be submitted within two months of the official close of the Conference.

## Skills and Experience

The Conference Chair should:

- Be a member of a WAGGGS Member Organisation
- Be familiar with the WAGGGS Constitution and Bye-Laws, and understand the practical implementation of these
- Have previous experience at chairing a large formal gathering
- Be able to work both independently and as a team member
- Be able to communicate in English both verbally and in writing. It is desirable that the Conference Chair and/or Vice-Chair is also able to communicate in at least one of the other official languages of WAGGGS.
- Demonstrate an understanding of diverse points of view and have appreciation of cultural diversity
- Be able to assess situations and exercise wise judgement
- Have the ability to analyse and interpret information
- Ideally have attended a Regional Conference or World Conference in the past

Anyone standing for election to the World Board at the World Conference cannot be selected as the Conference Chair or Vice-Chair.

Young women under the age of 30 years on the first day of the conference, who have the relevant skills and experience are encouraged to apply.

## Meetings and ways of work

The Conference Chair will be a member of the World Conference Planning Team and will be required to participate in meetings leading up to the Conference via conference call and/or in-person. Members of the Conference Planning Team are expected to deal promptly with all correspondence. The Conference Chair should be willing and able to attend the World Board meeting in London in October 2019.

The Conference Chair is required to arrive at least one day prior to the start of the World Conference and remain for half a day after the last day of the Conference.

The Conference Chair, and Vice Chair(s) if applicable, will be invited to attend an induction and training coordinated by the WAGGGS Governance Committee.

If the Conference Chair is unable to perform the functions of her role at the World Conference, the role of Conference Chair shall be passed on to the Vice-Chair. In the unlikely event that the Vice-Chair is also unable to undertake this role, a suitable replacement should be identified by the World Board from within the Conference attendees (such as an Observer, Honorary Associate or a current member of the World Board).

## Code of conduct

The Conference Chair shall:

- Act only in the best interests of WAGGGS and its members
- Keep confidentiality and not disclose, reveal or provide confidential information to any person.
- Be flexible, open-minded and willing to express concerns
- Communicate effectively and in a timely fashion
- Take personal responsibility for keeping herself informed of the business of the Conference, reading supporting papers and meeting agreed deadlines.
- Model WAGGGS values (Member-Driven, Brave, Inclusive, Empowering, Transparent, Professional)
- Be a team player, working in partnership with WAGGGS volunteers and staff responsible for delivering the Conference

The Conference Chair is expected to comply with WAGGGS policies including the Code of Conduct, Data protection policy, and Confidentiality Statement.

### **Session Chairs**

During the Regional Conference, the Conference Chair may delegate chairing of a particular session or sessions to a Session Chair.

### **Key contacts**

- Fellow members of the World Conference Planning Team
- World Board Chair and members of the World Board
- WAGGGS Staff, especially the Head of Governance and Events Manager
- Procedural Team Coordinator and members of the Procedural Team
- Host Member Organisation and its project team
- Nominations Committee

### **Uniform**

The Conference Chair (and Vice-Chair if applicable) should wear the WAGGGS uniform throughout the Conference. If they do not already have the required uniform items, these will be supplied by WAGGGS in advance of the Conference.

### **Expenses**

WAGGGS will fund the travel, accommodation and Conference registration fee costs and other reasonable expenses for the Conference Chair (and Vice-Chair if applicable) to fulfil her role, in accordance with the relevant WAGGGS policies.

Agreed by the World Board July 2019