

## **2025 Nominations and General Assembly Process**

### **Frequently Asked Questions**

**Updated January 2025**

As defined by its Constitution, the NCD Alliance convenes every two years a meeting of the General Assembly which elects the NCD Alliance President-Elect and the Board of Directors. In 2025, the General Assembly meeting will be held virtually on Tuesday 6 May 2025.

The President and NCD Board of Directors provide governance, leadership and strategic direction to NCD Alliance and all its activities, steering the growth and safeguarding the reputation and success of the organisation.

As per the NCD Alliance Constitution, the Board is composed of 14 voting members, including the President who assumes the Chair of the Board of Directors and the President-Elect who is an ex-officio member of the Board for two years preceding his or her term as President.

#### **Important governance update – introducing a dedicated seat on the Board for lived experience**

Please note that as of this GA election and board term, a dedicated seat is being introduced on the Board of Directors for a representative with lived experience of NCDs. This was a decision taken by the Board at the end of 2024, building upon the experience of introducing an observer seat for lived experience at the start of 2024, and has been enacted with legal advice via a change in the Nominations Policy. This is part of NCD Alliance's commitment to ensuring that people living with NCDs are actively involved in all aspects of the NCD response that affect them, including governance, policies, programmes, and services. We believe that people living with NCDs bring valuable insights and expertise, and this dedicated seat will ensure that board decisions are people-centred and address the needs of those directly affected.

The size of the Board remains the same with 14 voting members, including President, President-Elect, and 12 board members. 4 board members represent the Founding Federation members and are appointed rather than elected. The remaining 8 board member seats are elected by our members, and one of these seats is now a dedicated lived experience seat. We intend for this lived experience seat to bring a different perspective and skill set to the Board, thus criteria for nomination differs from the general Board Member category. This lived experience seat however will have the same responsibility, voting rights and obligations as other board members.

For the purpose of the nominations process, there will therefore be 3 categories for election by members – 1) President-Elect; 2) general board member; 3) lived experience board member. The criteria for each category can be found in the updated Nominations Policy.

Below is a detailed Frequently Asked Questions (FAQ) for the nomination and election process of the NCD Alliance Board and President-Elect. It includes a comprehensive overview of the whole process, covering the following four main areas:

- A. Background information about the NCD Alliance President, President-Elect and Board.**
- B. The nominations and shortlisting process.**
- C. The General Assembly meeting and voting process.**
- D. Timelines for the process.**

## **A. Background information about the NCDA President, President-Elect and Board of Directors:**

### **1) What are the roles and responsibilities of the President-Elect and Board of Directors?**

- Please see the Terms of Reference for the [Board of Directors](#), which clearly outlines the roles, responsibilities and obligations of the role. The roles, responsibilities and obligations are the same for general board member seats and the lived experience seat.
- The President-Elect serves as an ex officio Board member for two years preceding his or her two-year term as President, enabling the individual to gain experience of the Board and the organisation overall, and have sufficient time to prepare for their Presidency. His or her obligations while as President-Elect are outlined by the [Terms of Reference for Board](#), and the [ToRs for President](#) are also included here for information.
- It is important to note that President-Elect and Board Members are elected as individuals to represent the entirety of NCDA's membership, rather than as representatives of their own organisation.

### **2) How many seats on the Board are up for election at the 2025 General Assembly meeting?**

- The NCDA Board is composed of 14 seats, including the President and President-Elect. At the 2025 General Assembly meeting, there are 8 Board of Director seats up for election (7 general board member seats and 1 lived experience board member seat), as well as the President-Elect.
- Incumbent board members are eligible to run for re-election on the Board, as long as they have not served two board terms.
- The 4 permanent seats of the Founding Members are not up for election by members at the NCDA General Assembly. These are appointed by the Founding Federation members. The names of the appointed Founding Federation representatives for the term 2025-2027 will be shared with NCDA members ahead of the General Assembly, so that members can take these into consideration when voting for the remainder of the Board and President-Elect.

### **3) What is the length of term for Board Members and President-Elect?**

- The term for Board Members and President-Elect is for a period of two years (2025-2027), beginning from the close of one meeting of the General Assembly and expiring at the close of the next General Assembly meeting.
- Board Members can serve a maximum of two terms (four consecutive years), not including a term as President.
- The President can serve for only one term of two years.

## **B. The nominations and shortlisting process:**

### **4) How will the nominations and shortlisting process for President-Elect and Board work?**

- There will be 3 categories for nominations in the 2025 General Assembly process – President-Elect, general board member, lived experience board member.
- Founding and Full members can nominate candidates for all 3 categories. Associate members can nominate candidates for general board member and lived experience board member categories, but not President-Elect.
- The call for nominations includes the Terms of References for the roles, as well as the [Nominations Policy](#) for full transparency.

- Members should nominate individuals to the positions of President-Elect and Board that they deem meet the criteria set out below, are equipped to undertake the roles and responsibilities set out in the Terms of Reference, and are well positioned to provide governance, leadership and strategic direction to NCD Alliance to support its growth. In this regard, Members can nominate an individual from their own organisation or any individual at large that would fit this role.
- Please note that a lived experience candidate who chooses to stand in the lived experience category can only stand in this board member category because of the unique skill set criteria as outlined in the Nominations Policy. A candidate who stands in the general Board Member category (with or without a lived experience background) will be assessed on the expertise they bring to the Board as outlined in Nominations policy. This is to ensure there is the diversity in of the member composition of the Board is maintained.
- Candidates can run for both President-Elect and a board member category (either general or lived experience), assuming they meet the criteria for both categories.
- Whilst there is no limit to the number of nominations that can be made by members for President-Elect or Board positions, members are strongly encouraged to keep their nominations to one candidate.
- Candidates for President-Elect and Board have to be nominated by a member organisation (e.g. they cannot be self-nominated).
- Candidates for President-Elect and Board must be aware of and consent to their nominations.
- Members wishing to nominate a candidate to any of the 3 categories must fill in an online Nomination Form. This will include a CV of the candidate and a brief statement of why this candidate is proposed. For any questions related to the Nominations Form, please contact [generalassembly@ncdalliance.org](mailto:generalassembly@ncdalliance.org)
- Upon submission of the Nomination Form, both the nominator and the nominee will receive a confirmation email, to ensure the candidate is willing to be nominated and take on this role.

##### **5) How will the candidates for Board and President-Elect be shortlisted?**

- All nominations will be reviewed by the NCD Alliance Board Nominations Committee, chaired by the NCD Alliance President (Monika Arora) and includes NCD Alliance President-Elect (Leslie Rae-Ferat), a Past President (Anne Lise Ryel), a current Board Member not running for re-election (Bo Norrving), a Founding or Full member representative (Kingsley Akinroye, NCD Alliance Nigeria), and the CEO (Katie Dain) acts as an ex-officio member.
- The NCD Alliance Board Nominations Committee will meet in early March to review the nominations. The Committee will review the nominations for President-Elect and Board, and based upon the set of criteria outlined in the Nominations Policy and below, put forward a slate of shortlisted candidates to the General Assembly. Each category has selection criteria distinct to the seat, as outlined in the Nominations policy and below.
- The Committee will prepare three slates of shortlisted candidates - one slate for the President-Elect; one slate for general board member; and one slate for lived experience board member.
- The slate of shortlisted candidates will be presented to the NCD Alliance membership for consideration, prior to the NCD Alliance General Assembly meeting.

## **6) What criteria will the Nominations Committee use to select appropriate candidates for Board of Directors?**

For the general board member seats, the criteria are:

- Have history and proven track record with NCDA or one of the federations, and possess a firm understanding of the scope, work and mission of NCDA.
- Be a representative from civil society (NGO, academia, professional society, patient group).
- Have experience of working at the global level.
- Be a recognised expert in their field.
- Have strong skills in one/more of the following fields - governance, financial management, public relations, membership engagement.
- Have international board experience.
- Be willing and able to actively represent NCDA and its members.
- Commit to attend all NCDA meetings of the Board of Directors.
- Be willing and able to contribute positively to the decision-making process of the NCDA Board and Board Sub-Committees on which they have agreed to serve.
- Have no ties to alcohol, tobacco and nicotine, ultra-processed and HFSS foods and beverages, fossil fuel extraction, and arms industries.
- Not have served as NCDA Board Member for the last two consecutive terms, or as President for the last term.

For the lived experience board member seat, the criteria are:

- Have lived experience of a non-communicable disease (NCD) or as a carer for a person living with an NCD.
- Have experience and track record of global, regional or national advocacy and campaigning, and sharing lived experience to support advocacy work.
- Have experience and ability to engage and reach a diverse range of networks and communities representing different NCDs/experiences/backgrounds.
- Have civil society experience and a track record of mobilising and leading networks of people living with NCDs.
- Have experience of representing lived experience within decision making bodies or processes such as committees, boards, or advisory groups.
- Have formal affiliation to a NCDA member organisation or alliance.
- Have no ties to the tobacco, food, beverage, and arms industries.
- Not have served as NCDA Board Member for the last two consecutive terms, or as President for the last term.

## **7) What criteria will the Nominations Committee use to select appropriate candidates for the President-Elect?**

- Meet the criteria for candidates to the Board of Directors described above.
- Have been on the NCDA Board previously.

- Have a proven track record in leadership, representation and communication at the highest level.
- Have a proven track record in NCDs at the global level.
- Have been actively involved within NCDA, supporting its mission and activities.
- Have the ability to be neutral and act in the common interest of NCDA and the wider NCD community.
- Have never served as NCDA President before.

**8) What else will the Nominations Committee consider in developing the final list of candidates to be presented to the NCDA members prior to the General Assembly?**

- A slate with a good range of skills (e.g. financial management, governance, member engagement, and public relations).
- An appropriate regional mix.
- Sensitive to gender balance.
- Reflecting the different sectors of the membership (e.g. diseases/conditions, risk factors, health systems, national/regional NCD alliances, academia, etc).
- Continuity in the Board of Directors, to avoid all existing Board Members rolling off at the same time.
- A mixture of candidates interested in serving one or two terms.

In addition, although not a constitutional requirement, the Committee will also seek to include:

- At least one representative from a national/regional NCD alliance.

The Nominations Committee may organise conversations with candidates for President-Elect, in order to assess suitability of candidates for the role and ensure the Nominations Committee are fully aware of their background and experience.

**9) How many names will be on the three slates?**

- The shortlisted slate for President-Elect will include up to 3 candidates.
- The shortlisted slate for general board member will include up to 14 candidates.
- The shortlisted slate for lived experience board member will include up to 3 candidates.
- The 4 permanent seats of the Founding members are not up for election at the NCDA General Assembly. As per the Constitution, each Founding member appoints a designated individual as a member of the Board of Directors. Such individual must be a senior representative of the Founding member organisation.

**10) When does the slate of candidates for President-Elect and Board get announced?**

- After the Nominations Committee has developed the final list of candidates, selected candidates have one week to confirm their willingness to be put forward in the election process.
- The slate of candidates will be announced to all NCDA membership by the end of March.

**11) How do candidates promote their candidatures?**

- All confirmed candidates will be asked to complete an electronic form to build up their public profiles. When completing the form, candidates will need to provide a passport photo and answers to the following questions (min. 150 words / max. 250 words).
  - *What is your motivation to be on the NCDA Board of Directors?*
  - *Summarise the experience and skills you will bring to the NCDA Board of Directors?*
- In addition, candidates will have the option to make a short video to promote their candidacy.
- NCDA will use the information gathered from the form to develop all the promotional material for the General Assembly meeting including:
  - The ballot forms.
  - Profiles on the NCDA website.
  - The candidates' profile booklet and candidate videos.
- The electronic version of the candidates' profile booklet will be shared with NCDA members as of end of March 2025.

### **C. The General Assembly meeting:**

#### **12) How will the NCDA General Assembly be convened?**

- As per the NCDA Constitution, the General Assembly will be convened every two years. The last General Assembly was held in May 2023, and the next one is scheduled for 6<sup>th</sup> May 2025.
- As per the changes made to the NCDA Constitution in August 2020, the General Assembly can be held either in-person, hybrid or as a virtual videoconference meeting. The Board has decided the General Assembly in 2025 will be held virtually, in the same format as 2023.
- A meeting of the General Assembly will be convened by a written notice by e-mail from the NCDA President to NCDA Founding, Full and Associate members sent 60 days prior to the date of the meeting.
- A provisional agenda and terms of participation will be circulated ahead of the General Assembly convening.

#### **13) Who will vote for the President-Elect and Board of Directors?**

- Only NCDA Founding and Full members are entitled to vote. Associate members are not entitled to vote, as per the Constitution.

#### **14) When will the voting take place?**

- On the day of the General Assembly, via an online voting platform. The same process to 2023 is being taken, with voting opening early on the day of the GA meeting and closing during the meeting itself, to ensure members from all time zones have time to vote. More information on the voting system and process will follow.

#### **15) What if a member cannot attend the General Assembly?**

- There is an option of proxy voting if there is no representative of your organisation that can get online to vote during the voting window.

#### **16) Who can vote in each Member organisation?**

- A single employee appointed and authorised to vote by a member organisation will be able to vote.

**17) When will the results of voting be announced?**

- The results will be announced during the General Assembly meeting itself.

**D. Timeline for the process**

**18) What is the timeline for the whole process?**

- Call for nominations to the Board and President-Elect: Friday 17 January.
- Deadline for nominations: Friday 21 February.
- Review of candidates and development of slate by Nominations Committee: Early March.
- Communication of Board candidates: End of March.
- Election and appointment of 2025-2027 Board: General Assembly on Tuesday 6 May.