

**CALL for CANDIDATES for ELECTION of
WORKING GROUP COORDINATORS
For the 2023-2026 TRIENNIUM**

DEADLINE FOR SUBMISSION OF CANDIDACY:

MONDAY 22 May 2023 (17:00 UTC+2)

- Election of Working Group Coordinators for the 2023-2026 triennium will be conducted by electronic voting during a two-week period leading up to the 20th Triennial Conference in Valencia, Spain.
- Voting will open on **Monday 04 September 2023 at 09:00 (UTC+2)** and will continue through **Tuesday 19 September 2023, closing at 17:00 (UTC+2)**
- Only voting members of ICOM-CC (with an activated ICOM-CC web account) who are members of the particular Working Group on the opening date of electronic voting (04 September 2023) will be eligible to vote in the election of that Working Group's Coordinator. Individuals without current membership status with the ICOM General Secretariat and Membership office by the filing deadline will not be eligible to stand for election.
- Current 2020-2023 Working Group Coordinators who are eligible and wish to serve a second three-year term must stand for re-election.

Any questions or concerns about 2023 membership status should be directed to the ICOM-CC Secretariat as soon as possible secretariat@icom-cc.org.

ICOM-CC Working Group Coordinator main responsibilities:

Serving as an ICOM-CC Working Group Coordinator involves a significant commitment of time and resources. The following responsibilities are required:

- Develop and submit a Working Group triennial programme (2023-2026) within the first 3 months of the triennium that promotes the Working Group's aims and objectives as well as reflecting ICOM-CC's strategic goals.
- Support and facilitate good communication within ICOM-CC is essential. A team approach to collaboration which is underpinned by ICOM and ICOM-CC strategic plans.
- Support and assist the ICOM-CC Directory Board in the successful programming and delivery of the ICOM-CC Triennial Conference.
- Cooperate and collaborate in the Triennial Preprints editorial process under the guidance of the Preprints Managing Editor.
- Organize an in-person and/or online activities to further the Working Group triennial programme (2023-2026).
- Develop and circulate Working Group Newsletters (minimum of 3 newsletters per triennium).

- Complete and submit 3 Working Group reports for the deadlines (2 Annual Reports + 1 Triennial Working Group report published in the Preprints)
- Attend **in-person and online meetings during the Triennial period.**
 1. Triennial Conference at which they are standing for election (**in-person**);
 2. The joint Directory Board-Working Group Coordinators meeting held during the first year of the triennium (**in-person**);
 3. Triennial Conference closing out the triennium (**in-person**);
 4. Meetings related to ICOM-CC administrative issues and procedures (**online**).

ICOM-CC Working Group Coordinator main Competencies

Prospective Working Group Coordinators should be able to demonstrate the following competencies, abilities and skills:

- Respond in a timely manner to inquiries and requests from the Directory Board, from fellow Coordinators, from Working Group members, and from potential members.
- Coordinators must be able to maintain regular electronic communication with Working Group members and the Directory Board Working Group Liaison.
- Conversant with internet functions such as group e-mailings and Facebook.
- The majority of ICOM-CC's work is conducted in English, so fluency in written and spoken English with good communication skills is strongly recommended.

Potential candidates should review the [Manual for Coordinators](#) for a full description of responsibilities and competencies.

Candidates for Working Group Coordinator should be mindful of the potential for conflicts of interest if they serve on the board or in a managerial capacity of other international bodies that share commitments and mission statements similar to those of ICOM-CC. Any potential conflict of interest should be discussed with the ICOM-CC Chair before submission of candidacy.

Candidates for Working Group Coordinator should be aware that there is **no financial support** from ICOM or ICOM-CC to cover expenses for travel, lodging, and other expenses incurred in connection with any in-person meetings attended on behalf of the Working Group.

It is recommended that candidates for Working Group Coordinator ensure they identify support for the time and expenses involved in carrying out activities on behalf of the Working Group.

Those wishing to stand for election as Working Group Coordinator should use the [candidate template](#) to send a **personal statement of no more than 250 words** and a **recent photograph** to the ICOM-CC Secretariat by e-mail (secretariat@icom-cc.org) by **Monday 22 May 2023 at 17:00 UTC+2**.

The list of Directory Board candidates and information about the election procedure will be posted on the ICOM-CC website by **Thursday 1 June 2023**. By submitting a template with photograph and statement candidates give ICOM-CC permission to post it to the ICOM-CC website for the election period and through **30 September 2023**.