

GENERAL ASSEMBLY 2024

24 May 2024 / Online

30 May-1 June 2024 / Antwerp, Belgium

Notice to Member Organisations

Dear member organisations,

In accordance with article 8. of The General Assembly of the Statutes of the European Network Against Racism (ENAR Aisbl) we kindly invite you to attend the General Assembly of ENAR taking place on **30 May-1 June 2024** in **Antwerp, Belgium**. Please note that the representatives are expected to also attend a **statutory session** on **24 May 2024 online**.

According to ENAR's policy we are able to cover the meeting package expenses and travel (within Europe) for one representative per member organisation. Any additional representatives should be covered by the member organisation.

During the General Assembly we will also elect and **appoint members to the ENAR Board**. The election process shall be open, democratic, and transparent. The [Code of Conduct](#) of ENAR will be in force for the whole elections and campaigning process, and any complaints will be treated confidentially. There will be spaces for candidates ahead of the General Assembly to engage and promote their candidature.

Please find below the necessary information for the General Assembly and the official deadlines to follow, as well as all the necessary information regarding the Board elections process. As member organisations you will also receive a 'Handbook for Representatives' that would hopefully support you in better understanding ENAR's procedures and General Assembly, especially those that are attending it for the first time.

For any questions related to the General Assembly of Election process, please contact info@enar-eu.org

All the relevant documents for the General Assembly will be shared according to the timeline with the registered representatives of the Member Organisations.

Registrations are open through the [Glue Up Platform](#) till 12 April 2024.

We are looking forward to welcoming you in Antwerp and engaging with you.

With kind regards,

ENAR Team

GENERAL ASSEMBLY 2024

Timeline

13 February	<ul style="list-style-type: none">• Notice and invitation to the General Assembly• Draft agenda• Registrations open for representatives of Member Organisations• Call for Board elections
12 April (23:59 CET)	<ul style="list-style-type: none">• Deadline for registrations• Deadline for nominating candidates for Board positions
20 April	<ul style="list-style-type: none">• Deadline to send travel booking confirmations
24 April	<ul style="list-style-type: none">• Publishing supportive documents• Publishing list and motivation of candidates for Board positions
28 April	<ul style="list-style-type: none">• Deadline for any cancellations of representatives of Member Organisations
3 May (23:59 CET)	<ul style="list-style-type: none">• Deadline to send motions and documents• Deadline to propose additional agenda items
24 May (14:00-17:00 CET)	<ul style="list-style-type: none">• Preparatory online session for representatives of Member Organisations• Debate and presentation of Candidates for Board
30 May-1 June	<ul style="list-style-type: none">• General Assembly

Draft Agenda

Friday, 24 May 2024

- 14:00 – 17:00
- Preparatory **online** session for representative of Member Organization
 - Debate and presentation of Candidates for Board

Thursday, 30 May 2024

- 9:00 – 15:00
- Arrival of representatives to Antwerp

- 16:00 – 18:00
- Networking Event

Friday, 31 May 2024

- 9:00 – 18:00
- General Assembly / Sessions

Saturday, 1 June 2024

- 9:00 – 13:00
- General Assembly / Sessions

- 13:00 –
- Lunch and Departures

Elections for ENAR Board

The 2024 Board elections are part of ENAR's General Assembly (GA) organised on 30 May-1 June in Antwerp, Belgium.

To maintain a rotating Board, ENAR organises elections annually to replace the Board Members whose mandate of 3 years is ending, or by the voluntary resignation of the Board Member.

The updated nomination and election criteria for Members willing to join ENAR's Board are based on the ENAR's Statutes and Operating Manual.

Candidates are nominated by ENAR Member Organisations. Ideally, the candidates should register and take part as delegates in the General Assembly in May 2024, as it will be an opportunity for them to present their vision for the work of ENAR and their contribution to the ENAR Board.

According to **article 3.3.2.5 Gender and Diversity Balance Policy on the Board of ENAR** of ENAR's Operating Manual "ENAR strives to ensure that a balance of ethnicity and gender as well as a broad range of skills are represented on the Board. During the elections of the Board, the whole ENAR membership will strive, with a sense of personal and collective responsibility, to achieve gender, ethnic, religion and regional balance on the Board. No region should have less than two or more than three representatives on the Board. /.../ The Network is divided into four regions: North-West (Denmark, Iceland, Sweden, Netherlands, Belgium, UK, Ireland); North-East (Finland, Poland, Lithuania, Latvia, Estonia, Czech Republic, Germany, Slovakia); South-West (France, Italy, Malta, Spain, Portugal, Austria, Luxembourg) and South-East (Greece, Cyprus, Croatia, Romania, Bulgaria, Hungary, Slovenia). No more than one Board Member shall come from any specific country."

At the General Assembly, the membership will be asked to elect a **treasurer** and **three ordinary Board Member positions**. Each member organisation is allowed one vote for each open position.

Board Members continuing their mandate include members from UK, Italy, Ireland, Belgium, Finland, Greece, and Hungary. This means that for the upcoming election, members interested in one of the above-mentioned Board positions from UK, Italy, Ireland, Belgium, Finland, Greece, and Hungary **cannot be nominated due to the geographic rules in effect**.

Role and Responsibilities of the Board Members

The Board fulfils essential functions for the organisation particularly:

- Leading the governance of the organisation and ensuring overall compliance;
- Proposing and supporting the General Assembly to set long-term strategies;
- Providing technical expertise to guide the Secretariat;
- Individually responsible for legal compliance of the organisation under Belgian law;
- Supporting the Secretariat in external representation activities.

More on the Board's responsibilities can be found in ENAR Statutes '9. The Board and its composition' and ENAR Operating Manual '3.3 Management Board' and following 3.3.1 and 3.3.2.

Candidates standing for election to the ENAR Board will ideally meet the specifications for the role in order to offer ENAR leadership excellence. All candidate Board Members should therefore meet the following minimum specifications:

- Represent a full member organisation that has paid all of its membership fees;
- Preferably represent a member organisation that has been actively involved and contributing to ENAR's work for at least one year;
- Have the capacity to speak, read and understand English to adequate level;
- Have proven expertise in organisational representation, or organisational development and governance, or personnel management, or organisational strategy, or other relevant technical expertise ;

- Have good communication and interpersonal skills;
- Excel in working in team and collaborative settings;
- Have a good strategic understanding of the evolving needs of the network and the diversity of the membership, developments in anti-racism and related policies;
- Have leadership experience in an NGO;
- Have a strong multidisciplinary network of contacts at any governance level, good knowledge of national civil society and a good knowledge of EU issues, structures, working methods;
- Be able to travel regularly and frequently to attend physical meetings (i.e. the General Assembly, Board Meetings, Staff and Board Retreat), external events, and other activities of ENAR;
- Be able to attend at least four physical Board meetings per year (such meetings are often held on weekends or on Friday and Saturday) as well as ad-hoc online meetings.
- Remain responsive, actively engaged, and dedicate time also in between the physical and online meetings.

Treasurer monitors finances in collaboration with the Director, gives advice to the Director on financial matters and is consulted on major issues related to finances. They should have previous experience on European funding, fundraising and knowledge of finances issues, as well as understand the importance of risk management within an NGO context.

Ordinary Member of the ENAR Board is responsible for overseeing the operations and financial health of the organisation together with their co-Board members and ensure that the organisation is meeting its standards. They are accountable to the membership and responsible for reviewing and approving budgets and make sure the organisation's operations are aligned with the organisational objectives, policies, and programmes.

A member of the Board assists the Treasurer, Vice-Chairs, and Chairs in their capacities and in the delivery of decisions from the General Assembly.

How to apply...

To submit your nomination, you have to send an application package **latest by 12 April 2024 (23:59 CET)** to elections@enar-eu.org.

The Secretariat will review the eligibility of all nominations and inform each nominee of the outcomes. Finally, by 24 April 2024, a document introducing the candidates for the different positions will be shared with the membership as well as the videos presenting their candidacies.

A **complete application package** includes:

- **A letter from the nominating organisation** stating the name of the candidate and the position for which the candidate is being nominated, on official-headed paper (where possible), and a signature of an official legal representative of the organisation.
- The **application form** which contains separate sections addressed to the individual candidate and the nominating organisation. The candidate's form will be shared with the membership of ENAR. Application form [can be found here](#). Please make sure to download it to your computer before filling it in.

The candidates are also welcome to send:

- **Short video** presenting their candidacy. The video should be short and concise, of about 1-2 minutes maximum, ideally horizontal. The videos will be accessible only to the membership of ENAR.

Webinar

Current ENAR Board will also hold a webinar for prospective candidates. This will be a space to get to know more about the role of the Board members of ENAR and what you should expect from your work as a member. Stay tuned for more information and confirmation of date.