



Executive Committee Elections February 2025

NOMINATION FORM

1. Introduction

World Public Health Nutrition Association (WPHNA) Executive Committee (EC) elections will be held in two rounds during 2025 to ensure smooth transition and business continuity. The first round will be in February 2025, the second round in May 2025. Positions open for nominations in each round are shown below.

Election Jan 2025	Election May 2025
President	External Affairs Secretary
Treasurer	General Secretary
Communications Secretary	Membership Secretary
Early Career Secretary	Policy Secretary
New positions	Professional Affairs Secretary
Events Secretary	Volunteers Secretary
Fund Raising & Grants Secretary	
Regional Hub Secretary	
Special Interest Group (SIG) Secretary	

This is the Nomination form for the February 2025 World Public Health Nutrition Association Executive Committee Elections. It provides:

1. An outline of the roles and work of the vacant positions.
2. A list of essential and desirable qualifications and attributes of candidates
3. A series of questions and declaration of any conflict of interest to be completed on the form by nominees.

Each nominee should also submit a brief resume of up to three pages outlining their qualifications, work history, relevant experience and names and email contact details of two professional referees.

Please note that the election deadline for nominees to send in their applications is Friday **14 February 2025, 23.59 GMT**. Applications will be reviewed for eligibility by a sub-Committee of independent WPHNA members. Polling will be held between **Wed 26 February and Mon 10 March 2025**. Confirmed positions will be announced by 24 March 2025, for commencement by end of April 2025.

All queries about the positions, the election process, or any other relevant matter, should be sent to secretariat@wphna.org. For general information about the Association, including current members of the EC and the Association's [aims and objectives](#), please visit www.wphna.org

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2. General specification of roles and work

EC members serve in a voluntary capacity for four years (unless otherwise specified) and are eligible to stand for election for one additional term of four years. Each member of the EC is expected to take active responsibility for their nominated Secretariat as well as to contribute to the overall work and governance of the Association. They are required to nominate at least one deputy, formulate annual work plans and form teams as needed to help achieve agreed outcomes.

The EC meets virtually once per month, with email and WhatsApp communication as required. Sub-committees meet as required. The President's role will require an average commitment of 25 hours per month. Secretaries should expect to commit an average of 12 hours per month to their role.

3. Roles and work of specific positions

President

The President has responsibility for leading the Association, and for supporting the work of EC members in their specific areas of responsibility. The President chairs the Executive Committee and with the members develops and implements annual work plans to address Association objectives. The President has responsibility for supporting developing areas or where there is a vacancy to ensure coverage of the position until it is filled and operating satisfactorily. The President is a member of the Finance committee and countersigns signs all financial and policy commitments.

Treasurer

Responsible for all aspects of financial affairs; chair finance committee; report to EC on financial matters; responsible for planning and overseeing budgets for general operations, specific projects and grants, conferences and our journal World Nutrition; liaising with auditor; annual financial report through the general secretary to charity commission or equivalent; quarterly full account of income and expenditure, with projections, to the EC; provide a fuller account to the annual meeting of all members; support Membership Secretary to keep membership payment database up-to-date. Work with the fund-raising committee to support fund-raising activities across the Association.

Communications Secretary

Responsible for managing the Association's website, social media tools and newsletter, as well as the preparation and use of promotional material. Coordinates volunteers working to produce content relevant to the website, social media and E-newsletter, and the preparation and use of promotional material. Coordinates communications, policy positions and campaigns to support the Association's advocacy, policy and research actions, as well as liaising with our partners to promote mutual support of relevant activities and positions.

Early Career Secretary

The aim of this position is to bring a youth voice to the Executive Committee and to ensure WPHNA activities encourage engagement of younger members. Responsible for Early career Webinar series and ensuring opportunities for youth engagement in WPHNA activities. Opportunity for mentoring for possible future

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election into other EC positions. The incumbent should be a post graduate student or early career member under 35 years old.

Events secretary

Responsible for implementation of WPHNA events including the Association Congress (4 yearly), smaller scientific conferences and annual webinar series; oversee process for nomination and appointment of Association conference/Congress hosts/partners and provide operational support with local organising committee. Liaise with our partners to organise joint events and with WPHNA Special Interest Groups to organise annual webinar series.

Fundraising and Grants Secretary

This is a new position with the aim to expand the income streams of the Association through project grants, donations, bequests and similar unconflicted sources. The F&G Coordinator monitors new project grant opportunities consistent with the Association's objectives and works with EC and expert membership to prepare submissions and monitor project delivery. Works closely with Treasurer to set up a donations and bequests scheme.

Regional Hubs Secretary

The aim of this position is to support the establishment of regional hubs to engage and connect WPHNA members at regional level. The RH Secretary will work with interested members in each region to establish regional hubs that communicate relevant issues with the EC as well as plan and implement activities for members in the region. The RH Secretary will convene regular meetings with regional hub leaders and provide a conduit to the EC. This position will work closely with the Membership, Events and Communications secretaries.

Special Interest Groups Secretary

This is a new position which will be the contact point within the EC for any members who want to set up a special interest group (SIG). Guidelines for SIGS are available, and this position will ensure that members interested in setting up a SIG receive support to meet the guideline and gain the appropriate approvals as well as ongoing support. The SIG Secretary will also organise regular meetings of SIG Coordinators and provide a conduit with the EC on activities such as preparing position papers, providing expert representatives, conducting advocacy activities, and organising relevant professional learning activities for members.

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4. Desirable qualifications, experience and attributes

President

The following list indicates the qualifications, experience and attributes essential and desirable to be the President of WPHNA.

Essential

- Active member of WPHNA
- Proven leadership in a professional or civil society organisation
- Demonstrated accomplishment in the field of public health nutrition
- Proven record of collaborative work within and between organisations
- Experience of sustaining a feasible strategy and business plan
- Experience of team leadership and managing team outputs
- Ability to communicate effectively in English
- Ability to function effectively in a virtual environment

Desirable

- Experience of high-level work with governments, UN agencies or civil society organisations
- Professional experience in a variety of contexts including global south
- Proven ability to attract grants or to otherwise raise funds
- Record of presentations and publications in the field
- Experience working with print, broadcast and social media
- Experience of high-level work with governments, UN agencies or civil society organisation

Other EC positions

The following list provides an indication of qualifications, experience and attributes essential and desirable to be an effective EC member

Essential

- Member of WPHNA
- Proven accomplishment or ability relevant to the nominated position
- Proven ability as an advocate for public health and nutrition
- Proven capacity for network building
- Experience of team leadership and managing team outputs
- Ability to communicate effectively in English
- Ability to function effectively in a virtual environment

Desirable

- Written and oral fluency in a common language besides English
- Professional experience in a variety of contexts
- Record of presentations and publications in the field

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5. Nomination

I am a candidate for the Executive Committee of the World Public Health Nutrition Association. I am committed to the [objectives](#) and [ethics](#) of the Association. I understand and accept the points made in this Application Form. I am a current member of the Association at the time of sending this document. I qualify for the position in the terms set out above. I confirm that I can commit the time indicated for the position. I have no conflicting or competing interests that would disqualify me (see Annex I), and I accept that in the event of any disagreement on this point the decision of the current Executive Committee is final.

Name:

Current employment/position:

Country or residence:

Email address:

Date:

I hereby apply for **one** of the following posts on the Executive Committee (tick the appropriate box).

- President
 - Treasurer
 - Communications Secretary
 - Early Career Secretary
 - Events Secretary
 - Fund Raising & Special Projects Secretary
 - Regional Hubs Secretary
 - Special Interest Group (SIG) Secretary
-

If I am not elected to the post specified above, I wish to be considered for co-option to another position.

- No
- Yes, please specify up to two preferences
 - President
 - Treasurer
 - Communications Secretary
 - Early Career Secretary
 - Events Secretary
 - Fund Raising & Special Projects Secretary
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Please now fill in the form that follows.

The length of what you write (including the headings in the form) should not exceed 1,000 words. Please complete all the items below as requested. If you do not, your application may be disqualified.

1. My abilities and particular strengths to address the requirements of the preferred position:

2. My vision for the Association and the role I am applying for:

3. My strengths for other nominated EC roles other than stated above:

4. My conflicting or competing interests- see Annex I (if none say 'None')

Please return the completed application to secretariat@wphna.org. Please also attach your Resume, no more than 3 pages.

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Annex I

Conflicting and competing interests

The Association principles and policies include commitment to ethical practices and transparency. Conflicting or competing interests may or may not be bars to membership of the Executive Committee but must be declared. The general guide is to disclose any interests that if disclosed by a third party might cause reasonable adverse comment, embarrassment, or other difficulty. If in doubt, please include possible interests. These are not only financial. They include:

- Employment by or paid or other substantial association with any food, drink, arms, tobacco or pharmaceutical industry corporation or any representative or associated organisation.
- Membership of, or association with, any non-profit and charitable organisation whose governing body has more than 25 per cent of its members employed by or associated with any corporation or organisation as indicated above.

Potential conflicting or competing interests include:

- *Employment and other relevant paid activities*
Any current employment, consultancy, directorship, or other including honorary positions or association at any substantial level.
- *Project funding and research grants*
Consultancies, grants or honoraria for or in support of research, support to attend conferences and meetings, or to cover travel and accommodation.
- *Stocks, donations, gifts*
Stockholding, donations, gifts and other benefits that may be relevant.
- *Other interests*
Anything else you would like to disclose.