



IAP2 International Board of Directors

Position Description - 2025

Background

Founded in 1990, IAP2 is an international organisation whose members seek to promote and advance the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations throughout the world.

The Federation of International Association for Public Participation (“IAP2”), a Colorado, USA 501(c)3 non-profit corporation, is organised as a global organisation consisting of an international entity with organisation members, separate independent non-profit corporations in multiple jurisdictions that operate pursuant to agreements with IAP2.

At present there are IAP2 Organization Members (Regions) operating in Australasia, Canada, Indonesia, Latin America, Southern Africa and the United States.

Purpose and Functions of IAP2 International

The purpose of IAP2 is to promote and advance public participation / community engagement to create better decisions and changes that are more inclusive, equitable and just.

The functions of IAP2 International broadly, include:

- Establishing high level policies, criteria and standards for IAP2 globally
- Stewardship of the IAP2 brand, intellectual property and copyright materials
- Advancing the practice of public participation at a global level through advocacy and research
- Nurturing emerging areas of practice, global expansion and new organisation members
- Maintaining a catalogue of IAP2 products and services globally, including the Global Learning Pathway and trainer licensing program.

IAP2 International Organisation Structure

GOVERNING BOARD

The International Board is composed of directors from each of the Organization Members. At present each Organization Member has two (2) director positions. There is an additional director position held for the Immediate Past President. It is a volunteer-board responsible for the strategic leadership and governance of the International organisation.

Organisation Members must meet the criteria set out in the International Bylaws, Article 4 to participate on the International Board.

STAFF

The International Board is supported by paid staff (part-time, independent contractors). Current roles include Executive Manager, Project Manager and Finance Manager. The Executive Manager reports to the Board and is responsible for overall management of the operations and execution of the strategic priorities of the International Board. The other staff positions report to the Executive Manager.

BOARD COMMITTEES

The IAP2 International Board has established formal committees of the Board, including:

- Executive Committee
- Regional Chairs
- Leadership & Advocacy
- Organisational Excellence
- Practice Development & Research

Committees are governed by the International Bylaws and Terms of Reference. The International Board has the authority to review these committees and convene others as needed. Staff are assigned to provide administrative support.

International Board

Roles and Responsibilities

The role of the IAP2 International Board is to set the organisation's strategic direction, ensure the delivery of its objectives, and uphold its values.

The responsibilities of the Board include:

- Drive a collegiate global IAP2 vision and culture
- Advocate for IAP2 and P2 practice globally
- Provide strategic leadership of the international organisation
- Set and drive the IAP2 strategic plan and global DEI strategy framework and priorities
- Create, monitor, and ensure alignment with the vision, mission, and values of IAP2
- Oversight of governance, policies, plans, and budgets to advance organisational objectives, and monitor compliance and performance against them
- Set and maintain a framework for delegation of authority
- Promote a collaborative and inclusive Board culture, support Board development, routinely monitor, and annually evaluate Board performance
- Hire, manage, and evaluate the performance of executive staff

COMPOSITION

The composition of the International Board will be as set out in the International Bylaws (Article 5), as noted below.

Number and Representation

- The International Board will be composed of people who meet the criteria and standards set by the Board.

- The number of Directors from each Organization Member shall be determined by the International Board (at present there are two directors for each).
- A position on the Board will be held for the immediate Past President.
 - The immediate Past President will hold the same privileges and duties as elected Directors, including voting.
 - The board position of Immediate Past President will not alter the number of directors of the Organization Member from which they serve.
- Annually, the Board will formally review the Board size, skills and representation structure.
- The Board reserves the right to appoint additional Directors to the Board.

Term of Office

Directors will serve a 3-year term, not to exceed 2 consecutive terms in office, or until their successors are elected and duly qualify, or until a director dies or resigns or is removed as provided by the bylaws of this corporation.

The terms of the directors will be staggered, such that a similar proportion of terms expire each year in alignment with the principles of diversity, continuity and equality. Regular terms of office run concurrent with the calendar year (January - December).

2025 Open Director Positions

In this cycle, the following positions are open:

- IAP2 Australasia - one position, 3-year term (Rachel Fox is currently serving and eligible for another term)
- IAP2 Canada - one position, 3-year term (Bruce Gilbert is currently serving and eligible for another term)
- IAP2 Indonesia - one position, 3-year term (Ratih Damayanti is currently serving and eligible for another term)
- IAP2 Latin America - one position, 3-year term (2025-2027 and one position, 2-year term (2025-2026), new positions with staggered terms
- IAP2 USA - one position, 3-year term (Adriene Wright is currently serving and is eligible for another term)

CRITERIA FOR NOMINATION

Nominees must be voting members of IAP2. Nominees must have suitable qualifications and a mix of skills and experience to discharge the functions of a Director. Prior board service and participation in leadership roles are required.

Skills and Expertise (priorities for this cycle):

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|---------------|---|
| ● Advocacy | ● International business, growth in new markets |
| ● Fundraising | ● Legal |
| ● Governance | |

- Marketing, branding, communications, social media
- Strategic Planning

Directors of the International Board may simultaneously serve as Directors of regional boards on an interim basis for a period of one year while the organisation continues the work on a new governance model. Conflicts of Interest will be managed according to the current policy.

It is intended that these criteria be reviewed by the International Board on an annual basis.

APPOINTMENT

Each IAP2 Organization Member will determine the appointment process of their International Directors, which may be through competitive election, direct appointment, or another process according to their own governing agreements and practice.

Directors of the International Board shall be announced by December 1 and will take office January 1 of the next calendar year.

The Board will select its own officers, and the Executive Committee members will take office from the first meeting of each calendar year.

It is requested that nominations be received by October 31, 2024. New Directors will be invited to attend an orientation and the Board Meetings in November and December as observers.

Board Code of Conduct

BOARD ACTIVITY

As a member of the Board, each Director will;

- Understand and support the organisation's purposes as defined in the bylaws and strategic plan
- Function as part of one policy-making body to care for, manage, and control the organisation
- Recognise that only the full Board has the authority to bind the organisation
- Exercise good judgement, act with integrity, and respect confidentiality
- Use one's abilities, experience, and influence constructively and be available to the Board as a resource
- Understand and respect the difference between governing and managing
- Abide by all adopted board policies
- Volunteer for, and willingly accept assignments, and complete them thoroughly in a timely fashion.

COMMUNICATION

As communication is fundamental to Board effectiveness, each Director will;

- Participate fully and frankly in the deliberations and discussions of the Board
- Encourage free and open discussion of the affairs of the organisation by the Board and its members
- Ask probing questions focused on strategy, policy, and the strategic plan
- Respectfully engage staff in monitoring organisational performance

- Build collegial relationships with other Directors, staff, and volunteers
- Use every opportunity to inform others about the organisation
- Attend as many meetings as possible
- Represent the Board and the organisation professionally when dealing with the media, the public, or other organisations.

MEETINGS

Meetings of the International Board shall be held at such times and places as the Board may determine. Meetings are generally held monthly, and special meetings may be called as needed. Directors may participate in a meeting in person, by telephone, or by other electronic means (i.e. Zoom). Directors may be required to travel internationally and should be prepared and available to do so.

COMPENSATION

Board Directors do not receive compensation for their services. Their contributions are voluntary. However, Director travel and accommodation for face-to-face board meetings is covered by IAP2 International.

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Approved by the IAP2 International Board, 24September2024