

# IFLA ELECTIONS GUIDE

## 2023

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**International  
Federation of  
Library  
Associations and Institutions**

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## Introduction

Your involvement – as Members, Affiliates, or potential committee volunteers – is essential to the work of IFLA. Without your engagement in our nominations and elections process – both as nominators of great candidates and nominees yourselves – we cannot fulfil our mission to inspire, engage, enable and connect the global library field. We are grateful for your participation!

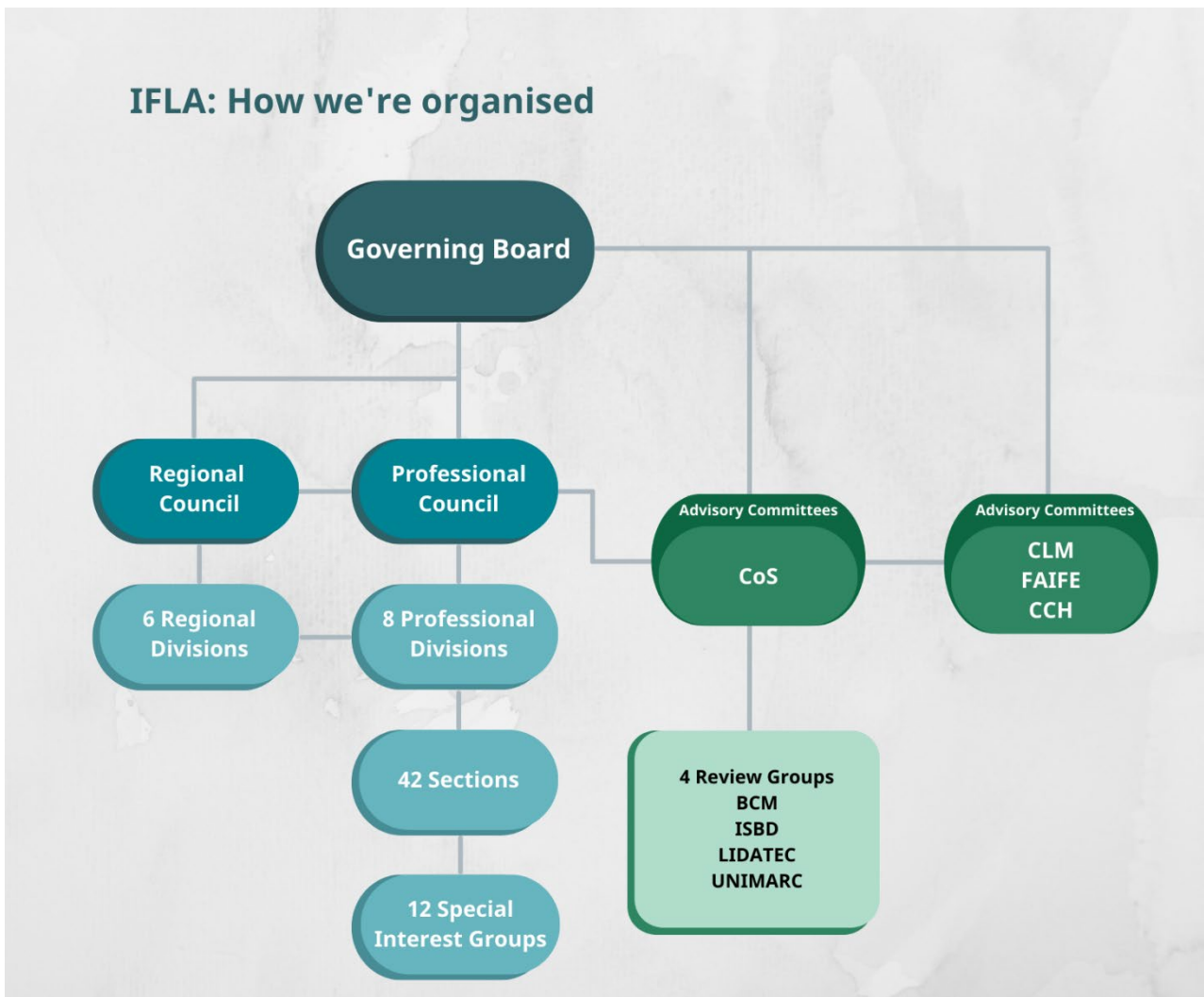
In managing our elections process, we are committed to ensuring openness and transparency, and strongly encourage a great, diverse field of people to come forwards for roles. In turn, we also encourage those with voting rights to use them to support diversity, recognising that this can and should be a unique strength of our Federation.

This guide has therefore been prepared to help you understand and better navigate this process, and to provide you with details on what is needed to nominate and/or get nominated, as well as to understand the next steps.

Good luck!

IFLA Elections Team

## IFLA Elections – An Overview



## Election Types

IFLA Elections consist of nominations and elections or appointments.

Elections are organised in three ways:

### Elections in writing

Elections carried out *in writing* – nomination and election instructions are sent to all entitled to nominate and vote. Elections in writing are held using online platforms supporting nominations and voting processes. Elections in writing are overseen by the person acting in the role of Secretary General. Both eligible candidates and voters may vary depending on the position.

### Elections in committee

Elections carried out *in committee* – nominations and elections held as part of a committee meeting (or the preparation for it). Elections in committee are typically held by secret ballot and overseen by the Chair (or the Chair of the committee to which they report) and reported to the Secretary General.

### Appointments

The Chairs and Members of Advisory Committees, as well as the Members of Review Groups, are subject to open nominations *in writing*. When nominations are received, the Chairs and Members of Advisory Committees are appointed by the Governing Board; Members of Review Groups are appointed by the Advisory Committee on Standards.

## Positions and how candidates are elected

There are more than 20 different types of positions on IFLA's governance, advisory, regional, and professional structures. See in the below table how elections are held for each of the positions.

Structure Type	Position	Elections in writing	Elections in committee	Appointment
Governing	<a href="#">President-elect</a>	✓		
Governing	<a href="#">Treasurer</a>	✓		
Governing	<a href="#">Members-at-Large of the Governing Board</a>	✓		
Advisory	<a href="#">Chairs of Advisory Committees</a>			✓
Advisory	<a href="#">Members of Advisory Committees</a>			✓
Advisory	<a href="#">Chairs of Review Groups</a>		✓	
Advisory	<a href="#">Members of Review Groups</a>			✓
Regional	<a href="#">Chair of the Regional Council</a>	✓		
Regional	<a href="#">Vice-Chair of the Regional Council</a>		✓	
Regional	<a href="#">Chairs of Regional Division Committees</a>		✓	
Regional	<a href="#">Vice-Chairs of Regional Division Committees</a>		✓	
Regional	<a href="#">Information Coordinators of Regional Division Committees</a>		✓	
Regional	<a href="#">Members of Regional Division Committees</a>	✓		
Professional	<a href="#">Chair of the Professional Council</a>	✓		
Professional	<a href="#">Vice-Chair of the Professional Council</a>		✓	
Professional	<a href="#">Chairs of Professional Division Committees</a>	✓		
Professional	<a href="#">Vice-Chairs of Professional Division Committees</a>		✓	
Professional	<a href="#">Members of Professional Section Standing Committees</a>	✓		

<b>Structure Type</b>	<b>Position</b>	<b>Elections in writing</b>	<b>Elections in committee</b>	<b>Appointment</b>
Professional	<a href="#"><u>Chair of the Management of Library Associations Section</u></a>	✓		
Professional	<a href="#"><u>Chairs of Professional Section Standing Committees</u></a>		✓	
Professional	<a href="#"><u>Secretaries of Professional Section Standing Committees</u></a>		✓	
Professional	<a href="#"><u>Information Coordinators of Professional Section Standing Committees</u></a>		✓	
Professional	<a href="#"><u>Convenors of Special Interest Groups</u></a>		✓	
Professional	<a href="#"><u>Members of Special Interest Group Committees</u></a>			✓

## IFLA Elections - Who can Nominate and Vote for What?

		<i>Nominators &amp; voters</i>												
		Honorary Fellows	National Associations	International Associations	Other Associations	Association Affiliates	Institutions	Institutional Sub-units	One-person Library Centres	School Libraries	Personal Affiliates	Student Affiliates	New Graduate Affiliates	Non-salaried Affiliates
<i>Positions</i> President-Elect	Nominate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Vote	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
Treasurer	Nominate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Vote	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
Members-at-Large of the Governing Board	Nominate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Vote	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
Chairs of Advisory Committees	Nominate	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
	Vote	—————												
Members of Advisory Committees	Nominate	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
	Vote	—————												
Members of Review Groups	Nominate	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
	Vote	—————												
Chair of the Regional Council	Nominate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Vote	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Members of Registered Regional Division	Nominate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Vote	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Standing Committee Members of Registered Professional Sections	Nominate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Vote	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Once the nominations are received:

\* Chairs and Members of Advisory Committees are appointed by the Governing Board.

\* Members of Review Groups are appointed by the Advisory Committee on Standards.

# IFLA Election Glossary and Explainers

## Nominators

IFLA Members and Affiliates have different possibilities to nominate candidates for positions within IFLA committees. Normally, a Nominating association or institution is represented by its lead official or their delegate. Individual affiliates or honorary fellow can also be nominators.

## Nominees/Candidates

Individuals nominated by others, or self-nominated, in order to serve on IFLA committees.

## Members

IFLA *Members* are a part of the following membership categories:

- Honorary Fellows
- National Associations
- International Associations
- Other Associations
- Institutions

## Affiliates

IFLA association, institutional, and individual affiliates in these membership categories:

- Association Affiliates
- Institutional Sub-units

- One-person Library Centres
- School Libraries
- Personal Affiliates
- Student Affiliates
- New Graduate Affiliates
- Non-salaried Affiliates

## Registered Professional Section/Regional Division

All IFLA Members and Affiliates are registered members of the relevant Regional Division and Professional Sections of their choice. The Section(s) or Division to which you are registered will determine where you can nominate (and eventually vote).

## Officers

Chairs, Vice-Chairs, Secretaries, Information Coordinators, and Convenors of IFLA's advisory, regional and professional structures.

## Committee Members

Members of IFLA's advisory, regional and professional committees, including the Officers.

## Voter

IFLA Members (and Affiliates) who are eligible to vote in elections.



## Members – National Associations, International Associations

IFLA Members in membership categories ‘National Associations’ and ‘International Associations’ have the same nomination rights.

### Nomination rights

Possibilities to nominate include:

- ✓ One (1) nominee for President-elect
- ✓ One (1) nominee for Treasurer
- ✓ Up to five (5) nominees for Members-at-Large of the Governing Board
- ✓ One nominee for the Chair of each Advisory Committee
- ✓ Up to nine (9) nominees for Members of each Advisory Committee
- ✓ Up to six (6) nominees for Members of Review Groups
- ✓ One (1) nominee for Chair of the Regional Council
- ✓ Up to twenty (20) nominees for Members of registered Regional Division, but no more from any one country than permitted under the rules (Asia-Oceania, Latin America and the Caribbean, Sub-Saharan Africa = 2, Europe, Middle East and North Africa = 1, North America = 10)
- ✓ As many nominees as there are vacancies on each registered Professional Section Standing Committee

### Voting rights

When it comes to voting, the following is possible:

- ✓ One (1) candidate for President-elect
- ✓ One (1) candidate for Treasurer
- ✓ Up to five (5) candidates for Members-at-Large of the Governing Board
- ✓ One candidate for Chair of the Regional Council)
- ✓ Up to twenty (20) candidates for Members of registered Regional Division, but no more from any one country than permitted under the rules (Asia-Oceania, Latin America and the Caribbean, Sub-Saharan Africa = 2, Europe, Middle East and North Africa = 1, North America = 10)

- ✓ As many candidates as there are vacancies on each registered Professional Section Standing Committee

### Voting weights

Voting weights apply in the election of:

- ✓ President-elect
- ✓ Treasurer
- ✓ Members-at-Large of the Governing Board
- ✓ Chair of the Regional Council
- ✓ Members of Regional Divisions

‘One member one vote’ applies in the election of:

- ✓ Members of Professional Section Standing Committee

### Number of votes

When voting weights apply, International Associations have five (5) votes.

Number of votes of the National Associations vary by Band:

- ✓ Band 1 – forty (40) votes
- ✓ Band 2 – forty (40) votes
- ✓ Band 3 – forty (40) votes
- ✓ Band 4 – thirty (30) votes
- ✓ Band 5 – thirty (30) votes
- ✓ Band 6 – thirty (30) votes
- ✓ Band 7 – twenty (20) votes
- ✓ Band 8 – twenty (20) votes
- ✓ Band 9 – twenty (20) votes
- ✓ Band 10 – ten (10) votes
- ✓ Band 11 – ten (10) votes
- ✓ Band 12 – ten (10) votes

## Members – Honorary Fellows, Institutions, Other Associations

IFLA Members in membership categories ‘Honorary Fellows’, ‘Institutions’ and ‘Other Associations’ all have the same nomination rights.

### Nomination rights

Possibilities to nominate include:

- ✓ One (1) nominee for President-elect
- ✓ One (1) nominee for Treasurer
- ✓ Up to five (5) nominees for Members-at-Large of the Governing Board
- ✓ Up to nine (9) nominees for Members of each Advisory Committee
- ✓ Up to six (6) nominees for Members of Review Groups
- ✓ One (1) nominee for Chair of the Regional Council
- ✓ Up to twenty (20) nominees for Members of registered Regional Division, but no more from any one country than permitted under the rules (Asia-Oceania, Latin America and the Caribbean, Sub-Saharan Africa = 2, Europe, Middle East and North Africa = 1, North America = 10)
- ✓ As many nominees as there are vacancies on each registered Professional Section Standing Committee

### Voting rights

When it comes to voting, the following is possible:

- ✓ One (1) candidate for President-elect
- ✓ One (1) candidate for Treasure
- ✓ Up to five (5) candidates for Members-at-Large of the Governing Board
- ✓ One candidate for Chair of the Regional Council)
- ✓ Up to twenty (20) candidates for Members of registered Regional Division, but no more from any one country than permitted under the rules (Asia-Oceania, Latin America and the Caribbean, Sub-Saharan Africa = 2, Europe, Middle East and North Africa = 1, North America = 10)

- ✓ As many candidates as there are vacancies on each registered Professional Section Standing Committee

### Voting weights

Voting weights apply in the election of:

- ✓ President-elect
- ✓ Treasurer
- ✓ Members-at-Large of the Governing Board
- ✓ Members of Regional Divisions
- ✓ Chair of the Regional Council

‘One member one vote’ applies in the election of Members of Professional Section Standing Committee

### Number of votes

When voting weights apply:

- ✓ Honorary Fellows have one (1) vote
- ✓ Institutions have one (1) vote
- ✓ Other Associations have two (2) votes

Position	Nominate	Vote
President-elect	✓	✓
Treasurer	✓	✓
Members-at-Large of the Governing Board	✓	✓
Chairs of Advisory Committees	✗	✗
Members of Advisory Committees	✓	✗
Members of Review Groups	✓	✗
Chair of the Regional Council	✓	✓
Members of Registered Regional Division	✓	✓
Standing Committee Members of Registered Professional Sections	✓	✓

## Association, Institutional and Individual Affiliates

IFLA Affiliates in the below membership categories all have the same nomination rights:

- ✓ Association Affiliates
- ✓ Institutional Sub-units
- ✓ One-person Library Centres
- ✓ School Libraries
- ✓ Personal Affiliates
- ✓ Student Affiliates
- ✓ New Graduate Affiliates
- ✓ Non-salaried Affiliates

### Nomination rights

Possibilities to nominate include:

- ✓ One (1) nominee for President-elect
- ✓ One (1) nominee for Treasurer
- ✓ Up to five (5) nominees for Members-at-Large of the Governing Board
- ✓ One (1) nominee for Chair of the Regional Council
- ✓ Up to twenty (20) nominees for Members of registered Regional Division, but no more from any one country than permitted under the rules (Asia-Oceania, Latin America and the Caribbean, Sub-Saharan Africa = 2, Europe, Middle East and North Africa = 1, North America = 10)
- ✓ As many nominees as there are vacancies on each registered Professional Section Standing Committee

### Voting rights

When it comes to voting, the following is possible:

- ✓ One candidate for Chair of the Regional Council)
- ✓ Up to twenty (20) candidates for Members of registered Regional Division, but no more from any one country than permitted under the rules (Asia-Oceania, Latin America and the Caribbean, Sub-Saharan Africa = 2, Europe, Middle East and North Africa = 1, North America = 10)
- ✓ As many candidates as there are vacancies on each registered Professional Section Standing Committee

### Number of votes

When voting, Affiliates have one (1) vote.

Position	Nominate	Vote
President-elect	✓	✗
Treasurer	✓	✗
Members-at-Large of the Governing Board	✓	✗
Chairs of Advisory Committees	✗	✗
Members of Advisory Committees	✗	✗
Members of Review Groups	✗	✗
Chair of the Regional Council	✓	✓
Members of Registered Regional Division	✓	✓
Standing Committee Members of Registered Professional Sections	✓	✓

# Positions and Expectations of Candidates

## Overview

In this section, you can find out more about the various positions open across IFLA. In each part, you can find the following information:

- Name of position
- What the role implies
- Number of positions available and term
- Expectations of candidates
- Elections process
- Where you can look for more information

We hope that this will help you get a better idea of the positions that might suit you best, as well as some pointers on what you will want to cover in the candidate statement you will need to submit as part of your application.

Do be aware that there are limitations on the cumulation of positions held by any one individual. This means that no individual shall hold more than two elected or appointed roles within IFLA.

Furthermore, no individual shall hold roles in two units that are in a direct or indirect hierarchical relationship in IFLA's Governance structure, or two units within the same category of the Federation, for example: Professional Units, Regional Divisions, and Advisory Committees. When electing Officers, no individual shall hold more than one officer role (Chair, Vice-Chair, Secretary, Information Coordinator or Convenor).

These rules are in place in order to allow our volunteers to concentrate their efforts, as well as to maximise the number of positions available to the widest number of volunteers.

## President-elect

### The role

The President-elect is an elected position to the Governing Board. As a Governing Board member, the President-elect is responsible, alongside other members, for the management of the Federation, overseeing governance, financial and professional matters, ensuring sustainability, and developing and overseeing the strategic direction of the Federation.

The President-elect will have additional duties associated with their role, including deputising for the President where necessary, and taking on added representation work and speaking commitments. Consequently, the position of President-elect also involves a significant amount of travelling, speaking commitments and representation and therefore demands strong employer and other support.

When the President-elect becomes President, they will lead IFLA and be its chief representative to governments, allied industry, and national and international organisations and bodies. The President-elect chairs the Governing Board and presides over the General Assembly, and work closely with the Secretary General to advance the Federation's goals.

### The position

**Positions available:** one (1)

**Term of office:** two (2) years. Subsequently becomes IFLA President.

### Nominations

**Nominations required:** ten (10)

**Who can nominate:** Members and Affiliates

**Eligible nominees:** Anyone. Candidates do not have to be an IFLA Member or Affiliate and if elected, are elected in their own right and not as the representative of their employer or nominator.

## Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field.
- ✓ Experience in management and governance at a senior level.
- ✓ An experience of strategic planning, implementation and review processes.
- ✓ An understanding of organisational financial planning, fundraising and risk management.
- ✓ Proven leadership skills, be an experienced communicator and networker with an ability to leverage networks and have an interest in library politics and advocacy.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per week.
- ✓ Time allowance to prepare and attend meetings of the Governing Board, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency within the Governing Board and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 1,000 words is requested with the nominee consent form.

### Elections

Elections in writing will be held.

**Who can vote:** Members

### More information

Learn more about the remit of the Governing Board in Article 14 of the IFLA Statutes.

## Treasurer

### The role

The Treasurer is an elected position to the Governing Board. As a Governing Board member, the Treasurer is responsible, alongside other members, for the management of the Federation, overseeing governance, financial and professional matters, ensuring sustainability, and developing and overseeing the strategic direction of the Federation.

The Treasurer will be Chair of the Finance and Risk Committee, which is responsible for advising the Governing Board on the financial and risk management of the Federation. The Committee works to oversee and provide advice on IFLA's finances to the Governing Board and sets out a path towards IFLA's long-term financial sustainability. In their leadership role, the Treasurer takes responsibility for advancing this work, and developing strategies to deliver on this objective.

As with other Governing Board members, the Treasurer should have a global perspective; an interest in library politics and advocacy; a commitment to the aims and core values of IFLA; and a desire to work collaboratively in dealing with issues for the profession.

### The position

**Positions available:** one (1)

**Term of office:** two (2) years. Renewable once, although individuals need to stand again for re-election.

### Nominations

**Nominations required:** five (5)

**Who can nominate:** Members and Affiliates

**Eligible nominees:** Anyone. Candidates do not have to be an IFLA Member or Affiliate and if elected, are elected in their own right and not as the representative of their employer or nominator.

## Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field.
- ✓ Experience in financial management, fundraising and risk management at a senior level.
- ✓ An understanding of strategic planning, implementation and review processes.
- ✓ Proven leadership skills, with experience in communication, representation and networking, an ability to leverage networks, and an interest in library politics and advocacy.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month, in addition to meetings and the necessary preparation for this.
- ✓ Time allowance to prepare and attend meetings of the Governing Board, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency within the Governing Board and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 500 words is requested with the nominee consent form.

### Elections

Elections in writing will be held.

**Who can vote:** Members

### More information

Learn more about the remit of the Governing Board in Article 14 of the IFLA Statutes.

## Members-at-Large of the Governing Board

### The role

Governing Board members are responsible for the management of the Federation, overseeing governance, financial and professional matters, ensuring sustainability, and developing and guiding the strategic direction of the Federation.

Business is conducted in English so competence in English is necessary for effective participation, but it is also important for the Board to have a good representation of IFLA's working languages.

Being a member of the Governing Board can be time-consuming and challenging work, including active engagement between the meetings, as the Board strives to advance the contribution of library and information services to society and to improve the practice of the profession. But it's also rewarding, providing the stimulating opportunity to work with colleagues from different types of library and information environments and from different cultures.

### The position

**Positions available:** five (5)

**Term of office:** two (2) years. Renewable once, although individuals need to stand again for re-election.

### Nominations

**Nominations required:** five (5)

**Who can nominate:** Members and Affiliates

**Eligible nominees:** Anyone. Candidates do not have to be an IFLA Member or Affiliate and if elected, are elected in their own right and not as the representative of their employer or nominator.

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field.
- ✓ An understanding of financial management, fundraising and risk management.
- ✓ An understanding of strategic planning, implementation and review processes.
- ✓ Proven leadership skills, with experience in communication, representation and networking, an ability to leverage networks, and an interest in library politics and advocacy.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month, in addition to meetings.
- ✓ Time allowance to prepare and attend meetings of the Governing Board, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency within the Governing Board and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 500 words is requested with the nominee consent form.

### Elections

Elections in writing will be held.

**Who can vote:** Members

### More information

Learn more about the remit of the Governing Board in Article 14 of the IFLA Statutes.



## Chairs of Advisory Committees

### The role

IFLA has four Advisory Committees:

- Advisory Committee on Copyright and other Legal Matters
- Advisory Committee on Cultural Heritage
- Advisory Committee on Freedom of Access to Information and Freedom of Expression
- Advisory Committee on Standards

Each of these reports to the Governing Board, providing practical advice in the Committee's area of expertise and responding to relevant questions and requests.

Each committee, in the subject focus of the Advisory Committee, works to raise awareness of their areas of expertise inside the library field and beyond, cooperating with other committees and groups where needed. They monitor the status of relevant issues around the world and highlight situations where IFLA may wish to get involved.

### The position

**Positions available:** one (1) on each Advisory Committee, for a total of four (4) positions.

**Term of office:** two (2) years. Renewable once, although individuals need to stand again for re-election.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Association Members in membership categories, i.e., National Associations and International Associations

**Eligible nominees:** Anyone. Candidates do not have to be an IFLA Member or Affiliate and if elected, are elected in their own right and not as the representative of their employer or nominator.

## Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Extensive expertise, experience and interest in the subject of focus of the Advisory Committee.
- ✓ Proven ability to lead and inspire the work of a diverse range of colleagues on a committee and development of work that supports the wider library field.
- ✓ An interest in strategic planning, implementation and review processes.
- ✓ Experience in communication, representation and networking.
- ✓ Willingness and ability to devote time and energy to the role, typically several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Advisory Committee, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality, transparency, and to recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 300 words is requested with the nominee consent form.

### Appointment

Once nominations are received, Chairs of each Advisory Committee are appointed by the Governing Board.

### More information

Learn more about the remit of Advisory Committees in Rule 14.3.2.1 of the IFLA Rules of Procedure.



## Members of Advisory Committees

### The role

IFLA has four Advisory Committees:

- Advisory Committee on Copyright and other Legal Matters
- Advisory Committee on Cultural Heritage
- Advisory Committee on Freedom of Access to Information and Freedom of Expression
- Advisory Committee on Standards

Each of these reports to the Governing Board, providing practical advice in the Committee's area of expertise and responding to relevant questions and requests.

Each committee, in the subject focus of the Advisory Committee, works to raise awareness of their areas of expertise inside the library field and beyond, cooperating with other committees and groups where needed. They monitor the status of relevant issues around the world and highlight situations where IFLA may wish to get involved.

### The position

**Positions available:** nine (9) on each of the Advisory Committees, for a total of thirty-six (36).

**Term of office:** two (2) years. Renewable once, although individuals need to stand again for re-election.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** IFLA Members

**Eligible nominees:** Anyone. Candidates do not have to be an IFLA Member or Affiliate and if elected, are elected in their own right and not as the representative of their employer or nominator.

## Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the subject of focus of the Advisory Committee.
- ✓ Proven ability to contribute meaningfully as part of a committee, in order to develop work that supports the wider library field.
- ✓ Interest in communication and representation of the work of the Committee and wider networking.
- ✓ Willingness and ability to devote time and energy to the role – this is usually a few hours per month.
- ✓ Time allowance to prepare and attend meetings of the Advisory Committee, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality, transparency, and to recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Appointment

Once nominations are received, Members of each Advisory Committee are appointed by the Governing Board.

### More information

Learn more about the remit of Advisory Committees in the Rule 14.3.2.1 of the IFLA Rules of Procedure.

## Chairs of Review Groups

### The role

IFLA has four Review Groups:

- Bibliographic Conceptual Models (BCM) Review Group
- International Standard Bibliographic Description (ISBD) Review Group
- Linked Data Technical Review Group (LIDATEC)
- Universal MARC format (UNIMARC) Committee

Each Review Group reports to the IFLA Advisory Committee on Standards.

Review Groups maintain, support and develop work on IFLA's technical standards, bibliographic models, linked data and formats such as UNIMARC. Specific technical skills and experience are required to serve as an effective contributor to the ongoing standards revision processes of each Review Group.

The Chair of each Review group serve as a liaison to and ex-officio observer of the Advisory Committee on Standards.

### The position

**Positions available:** four (4), one (1) on each Review Group

**Term of office:** two (2) years. Individuals must stand again for re-election after the completion of each term.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Incoming Members of the Review Group

**Eligible nominees:** Any Member from among the Members of the Review Group

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the thematic focus of the Review Group.
- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.
- ✓ An interest in strategic planning, implementation and review processes.
- ✓ Experience in leadership, communication, representation and networking.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Advisory Committee on Standards.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 300 words is requested with the nominee consent form.

### Elections

Elections in committee will be held.

### More information

Consult IFLA Website to learn more about the remit of Review Groups.

## Members of Review Groups

### The role

IFLA has four Review Groups:

- Bibliographic Conceptual Models (BCM) Review Group
- International Standard Bibliographic Description (ISBD) Review Group
- Linked Data Technical Review Group (LIDATEC)
- Universal MARC format (UNIMARC) Committee

Each Review Group reports to the IFLA Advisory Committee on Standards.

Review Groups maintain, support and develop work on IFLA's technical standards, bibliographic models, linked data and formats such as UNIMARC. Specific technical skills and experience are required to serve as an effective contributor to the ongoing standards revision processes of each Review Group.

Individuals may be a member of only one Review Group but may serve as a liaison to multiple groups. Each Review Group selects a representative to serve as a liaison to the other Review Groups.

### The position

**Positions available:** Six to twelve (6-12) on each of the Review Groups.

**Term of office:** four (4) years. Individuals must stand again for re-election after the completion of each term.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** IFLA Members

**Eligible nominees:** Anyone with specific technical skills and experience. Candidates do not have to be an IFLA Member or Affiliate and if elected, are elected in their own right and not as the representative of their employer or nominator.

Wording specific to the technical abilities of candidates will be supplied by the Advisory Committee on Standards for the purposes of Review Group Nominees.

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the subject of focus of the Review Group.
- ✓ Proven ability to contribute meaningfully as part of a committee, in order to develop work that supports the wider library field.
- ✓ Willingness and ability to devote time and energy to the role – this is usually a few hours per month.
- ✓ Time allowance to prepare and attend meetings of the Review Group, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Appointment

Once the nominations are received, Members of Review Groups are appointed by the outgoing Advisory Committee on Standards with the advice of the outgoing Chairs of Review Groups.

Appointments may be done via a meeting or email by consensus, or by electronic voting, as long as each voting member has a chance to contribute.

### More information

Consult IFLA Website to learn more about the remit of Review Groups. Additional qualifications for Review Group Membership are detailed in the Review Group Member Nominee Form.

## Chair of the Regional Council

### The role

IFLA's Regional Council plays a key role both in increasing the presence of world regions in IFLA, and IFLA's presence around the world. It has a particular focus on advocacy and capacity building.

Its Chair oversees this work, liaising both with IFLA's Professional Council, and ensuring that the voice of regions is heard on the Governing Board. The Chair of the Regional Council is a full member of the Governing Board, so this is a busy position with obligations for involvement in meetings of both the Governing Board and the Regional Council.

The role of the Chair of the Regional Council includes coordinating and supporting the development of Regional Division action plans, reviewing Regional Division activities and raising emerging issues to the Governing Board.

They should also lead efforts to provide input on IFLA advocacy work, review success in developing the regional dimension of the IFLA Strategy and promote IFLA membership and fundraising in the regions. They oversee coordination of work with the Management of Library Associations Section and the National Libraries Section, as well as with the Professional Council.

### The position

**Positions available:** one (1)

**Term of office:** two (2) years. Re-election possible provided that the new term does not commence until at least one term after the conclusion of the previous term.

### Nominations

**Nominations required:** five (5)

**Who can nominate:** Members and Affiliates and Regional Division Committee members

**Eligible nominees:** Outgoing Chairs and Secretaries of the Regional Divisions. Candidates do not have to be an IFLA Member or Affiliate and if elected, are elected in their own right and not

as the representative of their employer or nominator.

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field, and in particular of the work of libraries in different world regions.
- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.
- ✓ An understanding of financial management, fundraising and risk-management.
- ✓ An understanding of strategic planning, implementation and review processes.
- ✓ Proven leadership skills, with experience in communication, representation, and networking with both library and non-library audiences, as well as an ability to leverage networks, and a strong engagement in library politics and advocacy.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Governing Board and Regional Council, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency within the Governing Board and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 500 words is requested with the nominee consent form.

### Elections

Elections in writing will be held.

**Who can vote:** Members and Affiliates

### More information

Learn more about the remit of the Regional Council in Rule 20.1.1 of the IFLA Rules of Procedure.

## Vice-Chair of the Regional Council

### The role

IFLA's Regional Council has a key role both in increasing the presence of world regions in IFLA, and IFLA's presence around the world. It has a particular focus on advocacy and building capacity.

The Regional Council ensures the coordination of the work of the Divisions at the regional level, especially strengthening advocacy and supporting the visibility, coherence and effectiveness of IFLA's work across the regions. The Regional Council is comprised of the Chair of the Regional Council and the Chairs of each Regional Division.

The role of the Vice-Chair of the Regional Council is to support the work of the chair and stand in where necessary.

### The position

**Positions available:** one (1)

**Term of office:** two (2) years. Re-election possible provided that the new term does not commence until at least one term after the conclusion of the previous term.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Incoming members of the Regional Council

**Eligible nominees:** Any Member of the Regional Council, except the Chair, may be nominated

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field, and in particular of the work of libraries in different world regions.
- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.

- ✓ An understanding of financial management, fundraising and risk-management.
- ✓ An understanding of strategic planning, implementation and review processes.
- ✓ Proven leadership skills, with experience in communication, representation, and networking with both library and non-library audiences, as well as an ability to leverage networks, and a strong engagement in library politics and advocacy.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Governing Board (in the absence of the Chair) and Regional Council, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency within the Governing Board and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in committee will be held.

At the first meeting of a newly constituted Regional Council the Chair shall conduct an election for the position of Vice Chair.

**Who can vote:** Incoming members of the Regional Council

### More information

Learn more about the remit of the Regional Council in Rule 20.1.1 of the IFLA Rules of Procedure.

## Chairs of Regional Division Committees

### The role

IFLA has six Regional Divisions:

- Asia-Oceania
- Europe
- Latin America and the Caribbean
- Middle East and North Africa
- North America
- Sub-Saharan Africa

Regional Divisions contribute to IFLA's overall strategy and work with other relevant committees and groups to increase library advocacy within the region. They support development of actions plans for the region, for approval by the Regional Council and the Governing Board, carry out projects in identified priority areas for the region (notably around advocacy), discuss progress on implementing the IFLA Strategy in the region, to support initiatives to promote IFLA and IFLA membership in the region and the region within IFLA, and liaise with regional offices.

Chairs of Regional Divisions are members of the IFLA Regional Council.

### The position

**Positions available:** six (6), one (1) on each Regional Division

**Term of office:** two (2) years.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Incoming Members of each Regional Division Committee

**Eligible nominees:** Any Member of each Regional Division Committee

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field in their region.

- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.
- ✓ An understanding of strategic planning, implementation and review processes.
- ✓ Proven leadership skills, with experience in communication, representation, and networking with both library and non-library audiences, as well as an ability to leverage networks, and a strong engagement in library politics and advocacy.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Regional Council, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 300 words is requested with the nominee consent form.

### Elections

Elections in committee will be held, in writing, in advance of the first meeting of the Committee, with candidates either nominated by themselves or another Committee member, and then sharing information on the basis of which other incoming Committee members can vote. The election shall be overseen by the outgoing Committee chair, unless they would face a conflict of interest, in which case the outgoing Vice-Chair shall take on the task, or another outgoing Committee member who is not otherwise involved.

**Who can vote:** Incoming members of the Regional Division Committee

### More information

Learn more about the remit of the Regional Divisions in Rule R20.4.6 of the IFLA Rules of Procedure.



## Vice-Chairs of Regional Division Committees

### The role

IFLA has six Regional Divisions:

- Asia-Oceania
- Europe
- Latin America and the Caribbean
- Middle East and North Africa
- North America
- Sub-Saharan Africa

Regional Divisions contribute to IFLA's overall strategy and work with other relevant committees and groups to increase library advocacy within the region. They support development of actions plans for the region, for approval by the Regional Council and the Governing Board, carry out projects in identified priority areas for the region (notably around advocacy), discuss progress on implementing the IFLA Strategy in the region, to support initiatives to promote IFLA and IFLA membership in the region and the region within IFLA, and liaise with regional offices.

If the Regional Division Chair is unable to attend the Regional Council, the Vice-Chair may attend in their place.

### The position

**Positions available:** six (6), one (1) on each Regional Division

**Term of office:** two (2) years.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Incoming Members of each Regional Division Committee

**Eligible nominees:** Any Member of each Regional Division Committee, except the Chair

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field in their region.

- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.
- ✓ An understanding of strategic planning, implementation and review processes.
- ✓ Proven leadership skills, with experience in communication, representation, and networking with both library and non-library audiences, as well as an ability to leverage networks, and a strong engagement in library politics and advocacy.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Regional Council (in the absence of the chair), and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in committee will be held, in writing, in advance of the first meeting of the Committee, with candidates either nominated by themselves or another Committee member, and then sharing information on the basis of which other Committee members can vote. The election shall be overseen by the outgoing Committee chair, unless they would face a conflict of interest, in which case the outgoing Vice-Chair shall take on the task, or another outgoing Committee member who is not otherwise involved.

**Who can vote:** Incoming members of the Regional Division Committee

### More information

Learn more about the remit of the Regional Divisions in Rule 20.4.6 of the IFLA Rules of Procedure.



## Information Coordinators of Regional Division Committees

### The role

IFLA has six Regional Divisions:

- Asia-Oceania
- Europe
- Latin America and the Caribbean
- Middle East and North Africa
- North America
- Sub-Saharan Africa

Regional Divisions contribute to IFLA's overall strategy and work with other relevant committees and groups to increase library advocacy within the region. They support development of actions plans for the region, for approval by the Regional Council and the Governing Board, carry out projects in identified priority areas for the region (notably around advocacy), discuss progress on implementing the IFLA Strategy in the region, to support initiatives to promote IFLA and IFLA membership in the region and the region within IFLA, and liaise with regional offices.

The role of an Information Coordinator of a Regional Division Committee is to take responsibility for communicating activities and news from the Division Committee to the Division's members and to the global library field. Specifically, the Information Coordinator is either directly responsible for, or is otherwise involved in editing the Regional Division Committee's pages on the IFLA website, and managing the other communication tools for the Committee such as mailing lists, newsletters, blogs, social media platforms, webpages, etc. This work may be carried out in close coordination with a Regional Office, as appropriate.

### The position

**Positions available:** six (6), one (1) on each Regional Division

**Term of office:** two (2) years.

## Nominations

**Nominations required:** one (1)

**Who can nominate:** Incoming Members of each Regional Division Committee

**Eligible nominees:** Any Member of each Regional Division Committee, except the Chair and Vice-Chair

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the library field in the region.
- ✓ Proven ability to support the work of a diverse range of colleagues.
- ✓ Experience and ability to effectively communicate using communications tools (website management, social media, mailing lists)
- ✓ Experience leading a small team or group toward a common purpose.
- ✓ Willingness and ability to devote time and energy to the role – this is usually 3-7 hours per month.
- ✓ Time allowance to prepare and attend meetings of the Regional Division Committee.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

## Elections

Elections in committee will be held, in writing, in advance of the first meeting of the Committee, with candidates either nominated by themselves or another Committee member, and then sharing information on the basis of which other Committee members can

vote. The election shall be overseen by the outgoing Committee chair, unless they would face a conflict of interest, in which case the outgoing Vice-Chair shall take on the task, or another outgoing Committee member who is not otherwise involved.

**Who can vote:** Incoming members of the Regional Division Committee

### More information

Learn more about the remit of the Regional Divisions in Rule 20.4.6 of the IFLA Rules of Procedure.

## Members of Regional Division Committees

### The role

IFLA has six Regional Divisions:

- Asia-Oceania
- Europe
- Latin America and the Caribbean
- Middle East and North Africa
- North America
- Sub-Saharan Africa

Regional Divisions contribute to IFLA's overall strategy and work with other relevant committees and groups to increase library advocacy within the region. They support development of actions plans for the region, for approval by the Regional Council and the Governing Board, carry out projects in identified priority areas for the region (notably around advocacy), discuss progress on implementing the IFLA Strategy in the region, to support initiatives to promote IFLA and IFLA membership in the region and the region within IFLA, and liaise with regional offices.

Members of Regional Division Committees serve in a personal capacity.

### The position

**Positions available:** each Regional Division Committee consists of fifteen (15) to twenty (20) elected members.

**Term of office:** two (2) years. May stand for re-election but not serve more than two (2) consecutive terms. May stand again provided that the new term does not commence until at least one term after the conclusion of the previous term.

**Country Caps:** In order to avoid large shares of Committee memberships being taken up by individuals from only one country or group of countries, a system of national caps is in place for the Regional Division Committees. These put a limit on the number of directly elected Committee members from any one country. If there are more candidates from a country

than allowed under the cap, this implies that only the top ranked candidate(s) from there will be eligible.

The caps are as follows:

Asia-Oceania: 2

Europe: 1

Latin America and the Caribbean: 2

Middle East and North Africa: 1

North America: 10

Sub-Saharan Africa: 2

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Members and Affiliates registered in a relevant region

**Eligible nominees:** Anyone in a relevant region who can meet the expectations

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across libraries in the region.
- ✓ Ability to represent the interests of a diverse range of colleagues.
- ✓ An interest and experience in library policies and advocacy.
- ✓ Experience in communication, representation and networking.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Regional Division Committee.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in writing will be held.

**Who can vote:** Members and Affiliates registered in a relevant region

### More information

Learn more about the remit of the Regional Divisions in Rule 20.4.6 of the IFLA Rules of Procedure.

## Chair of the Professional Council

### The role

IFLA's Professional Council ensures coordination of the work of the IFLA Professional Units. The Professional Council inspires, leads and co-ordinates the work of Professional Units. The Professional Council Chair is a full member of the Governing Board, so this is a busy position with obligations for involvement in meetings of both the Governing Board and the Professional Council.

The main role of the Professional Council Chair is to chair the Professional Council and represent the Professional Council on the Governing Board. It is a position that is heavily involved in decisions regarding the professional programme of IFLA's annual Congress.

### The position

**Positions available:** one (1)

**Term of office:** two (2) years. Re-election possible provided that the new term does not commence until at least one term after the conclusion of the previous term.

### Nominations

**Nominations required:** five (5)

**Who can nominate:** Officers of Professional Section Standing Committees and Convenors of Special Interest Groups

**Eligible nominees:** Outgoing Chairs and Secretaries of all the Professional Division Committees

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Leadership experience and a desire to advocate for and support the work of IFLA's Professional Units in alignment with the organisation's strategic plan.
- ✓ Strong facilitation skills, and the ability to plan, lead and engage the Professional Council in deep and meaningful work on behalf of volunteers and the organisation.

- ✓ Ability to inspire and engage, volunteers, and represent the interests of a diverse range of colleagues and sectors at the organisation's strategic level.
- ✓ Experience in communication, representation and networking, an ability to leverage networks, and an interest in library politics and advocacy.
- ✓ Expertise and experience across the library field.
- ✓ Experience with financial management, fundraising and risk-management.
- ✓ Experience with strategic planning, programme implementation and review processes.
- ✓ Willingness and ability to devote time and energy to the role – this can be 5-10 hours per week.
- ✓ Time allowance to prepare for and attend meetings of the Governing Board and Professional Council, and the financial resources to attend the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency within the Governing Board and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 500 words is requested with the nominee consent form.

### Elections

Elections in writing will take place.

**Who can vote:** Officers of Professional Section Standing Committees and Convenors of Special Interest Groups

### More information

Learn more about the remit of the Professional Council in Rule 19.1.1 of the IFLA Rules of Procedure.

## Vice-Chair of the Professional Council

### The role

IFLA's Professional Council ensures coordination of the work of the IFLA Professional Units. The Professional Council inspires, leads and co-ordinates the work of Professional Units.

The main role of the Vice-Chair of the Professional Council is to support the Professional Council Chair and to stand in when the Chair is not available. If the Professional Council Chair is unable to attend the Professional Council, the Vice-Chair may attend in their place.

### The position

**Positions available:** one (1)

**Term of office:** two (2) years, non-renewable

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Incoming Members of the Professional Council

**Eligible nominees:** Any Member of the Professional Council, except the Chair, may be nominated

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field, and in particular of the work of IFLA's Professional Units.
- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.
- ✓ An understanding of financial management, fundraising and risk-management.
- ✓ An understanding of strategic planning, implementation and review processes.
- ✓ Proven leadership skills, with experience in communication, representation and

networking, an ability to leverage networks, and an interest in library politics and advocacy.

- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per week.
- ✓ Time allowance to prepare and attend meetings of the Governing Board (in the absence of the Chair) and Professional Council, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency within the Governing Board and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in committee will take place.

At the first meeting of a newly constituted Professional Council the Chair shall conduct an election for the position of Vice Chair.

**Who can vote:** Members of the Professional Council

### More information

Learn more about the remit of the Professional Council in Rule 19.1.1 of the IFLA Rules of Procedure.

## Chairs of Professional Division Committees

### The role

IFLA has eight (8) Professional Divisions made up of six (6) to eight (8) Professional Units. Each Professional Division is led by a Chair.

Chairs of the Professional Division Committees lead their Divisions in developing activities, action plans and projects, and approve (including funding requests) in line with IFLA's mission, values and strategy (liaising with the Professional Council, IFLA HQ and Units).

They provide recommendations on the formation and cessation of Professional Units in the Division and advise the Professional Council Chair on representation of Units' interests at the Governing Board. They make recommendations on funding requests from their Division and encourage collaboration within and across Divisions.

Chairs of the eight Professional Division Committees are members of the Professional Council. The members of the Professional Council have a key role in supporting work on guidelines and toolkits for the profession, reviewing and approving the action plans of the Professional Units, organising the professional content for the IFLA Congress, overseeing the IFLA publishing programme and regularly monitoring and reviewing the Professional Units.

### The position

**Positions available:** eight (8), one (1) on each Professional Division

**Term of office:** two (2) years.

### Nominations

**Nominations required:** three (3)

**Who can nominate:** All members of the Professional Section Standing Committees

**Eligible nominees:** Officers of the Professional Section Standing Committees

## Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise and experience in/across the library field.
- ✓ Desire and ability to lead, engage, inspire, provide guidance and support, and represent the interests of a diverse range of volunteer colleagues.
- ✓ Experience with strategic planning, programme implementation, project management and review processes.
- ✓ Strong collaboration skills, and the ability to plan, lead and engage volunteers in deep and meaningful work on behalf of the organisation.
- ✓ Strong leadership, communication, representation and networking abilities.
- ✓ Motivation and ability to devote time and energy to the role outside of their local time zone's typical work hours – this can be 5-10 hours per month.
- ✓ Time allowance to prepare and attend meetings of the Professional Council and Professional Division Committee, and financial resources to attend the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 300 words is requested with the nominee consent form.

### Elections

Elections in writing will take place.

**Who can vote:** Officers of Sections in the Division.

### More information

Learn more about the remit of the Professional Division Committees in Rule 21.1.1.1 of the IFLA Rules of Procedure.

## Vice-Chairs of Professional Division Committees

### The role

IFLA has eight (8) Professional Divisions made up of six (6) to eight (8) Professional Units. Each Professional Division is led by a Chair.

The role of the Division Secretary (Vice Chair) includes assisting the Division Committee Chair with their duties, including convening virtual meetings to discuss the professional programme (and taking and distributing minutes of such meetings), working with the chair to ensure that Division webpages are updated, and standing in for the Chair of the Division Committee when needed

### The position

**Positions available:** eight (8), one (1) on each Professional Division Committee

**Term of office:** two (2) years, renewable, as long as the candidate remains eligible.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Officers of each Professional Unit that belongs to the Professional Division, i.e., the Chair, Secretary and Information Coordinator of each Professional Section Standing Committee, and the Convenor of each Special Interest Group of the Professional Division

**Eligible nominees:** Officers of each Professional Unit that belongs to the Professional Division

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in/across the library field, and in particular of the work of IFLA's Professional Units.
- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.

- ✓ An interest in strategic planning, implementation and review processes.
- ✓ Experience in leadership, communication, representation and networking.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Professional Council (in the absence of the Chair) and Professional Division Committee, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in committee will take place.

The Chair of the Professional Division Committee shall conduct an election for Secretary (Vice Chair) of the Committee from among the members of the Committee, at its first meeting.

### More information

Learn more about the remit of the Professional Divisions Committees in Rule 21.1.1.1 of the IFLA Rules of Procedure.



## Members of Professional Section Standing Committees

### The role

IFLA has 42 Professional Section Standing Committees. They are supported by their Professional Division Committee Chair and work to provide practical outputs in the Committee's area of expertise, aligned to the organisation's strategic plan. They respond to relevant questions and requests from IFLA HQ related to this expertise.

Each committee, works to raise awareness of their subject focus of the Section inside the library field and beyond, cooperating with other committees and groups as appropriate.

### The position

**Positions available:** Each Professional Section shall elect a Standing Committee of no fewer than ten (10) and no more than twenty (20) persons. The number of vacancies in each election cycle can vary by Professional Section.

**Term of office:** four (4) years. Renewable once, although individuals need to stand again for re-election.

### Nominations

**Nominations required:** one (1)

### Who can nominate:

Registered Members and Affiliates, i.e., organisations, institutions and individuals who are registered as members of each Professional Section.

**Eligible nominees:** Anyone who can meet the expectations.

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise and experience in the thematic focus of the Section.

- ✓ Ability to integrate diverse perspectives and to collaborate virtually and in person with a diverse range of colleagues.
- ✓ Proven record of developing ideas and successfully designing, organising and producing practical outputs which support the work of the library field.
- ✓ Motivation and ability to devote time and energy to the role outside of their local time zone's typical work hours – this can be 5-10 hours per month.
- ✓ Time allowance to prepare and attend virtual meetings of the Section Standing Committee which are held across a global set of time zones.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in writing will take place.

**Who can vote:** Members and Affiliates vote for their registered Sections.

### More information

Learn more about the remit and role of Professional Section Standing Committee in Rule 21.1.2 of the IFLA Rules of Procedure.

## Chair of the Management of Library Associations Section

### The role

Management of Library Associations Section is one of IFLA's Professional Sections.

The role of the Management of Library Associations Section is to represent the interests of National Association Members.

The role of the Chair of the Management of Library Associations Section is to oversee the work of the Section in developing activities, action plans and projects. They chair meetings and encourage all members to voice their opinions and ideas. They ensure that each member of the Committee is engaged in meaningful work and that the work of the Unit is in line with IFLA's strategic plan. They coordinate reporting (to the Professional Council via IFLA HQ, as well as directly to the Governing Board (see below)) and project funding support, and work to support the sustainability of the Unit.

The Chair of the Management of Library Associations Section is a full member of the Governing Board, so this is a busy position with obligations for involvement in meetings of both the Governing Board and the Management of Library Associations Section Standing Committee.

### The position

**Positions available:** one (1)

**Term of office:** two (2) years, renewable once, provided they are still a member of the Standing Committee for that period, and not disqualified under Article 15.11. They may not serve more than two consecutive terms as Chair but may seek another officer (Secretary, Information Coordinator) role, if not otherwise prevented from doing so.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Members of the elected Standing Committee

**Eligible nominees:** Anyone in the elected Standing Committee who can meet the expectations

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Extensive expertise, experience and interest in the work of national library associations.
- ✓ Proven ability to lead and inspire the work of a diverse range of colleagues on a committee and development of work that supports the wider library field.
- ✓ An interest in strategic planning, implementation and review processes.
- ✓ Experience in communication, representation and networking.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the Standing Committee as well as of the Governing Board, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

### Elections

Committee election for the position of Chair of the MLAS is held after the result of the elections for the Section Standing Committee is announced.

**Who can vote:** Members of the elected Standing Committee.

### More information

Learn more about the role of the Chair of the Management of Library Associations in Article 15.11 of the IFLA Statutes.

## Chairs of Professional Section Standing Committees

### The role

IFLA has 42 Professional Section Standing Committees. They are supported by their Professional Division Committee Chair and work to provide practical outputs in the Committee's area of expertise, aligned to the organisation's strategic plan. They respond to relevant questions and requests from IFLA HQ

Each committee, works to raise awareness of their subject focus of the Section inside the library field and beyond, cooperating with other committees and groups as appropriate. The Chair oversees this work, leading the Professional Section in developing activities, action plans and projects. They chair meetings of the Unit and encourage all members to voice their opinions and ideas. They ensure that each member of the Committee is engaged in meaningful work and that the work of the Unit is in line with IFLA's strategic plan. They coordinate reporting (to the Professional Council via IFLA HQ) and project funding support, and work to support the sustainability of the Unit.

### The position

**Positions available:** forty-two (42), one (1) on each Professional Section Standing Committee

**Term of office:** two (2) years. Renewable once, although individuals need to stand again for re-election. After two consecutive terms, they may seek another office (Vice-Chair, Information Coordinator) role, if not otherwise prevented from doing so)

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Members of incoming Professional Section Standing Committee

**Eligible nominees:** Members of incoming Professional Section Standing Committee

## Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the Section's area of focus.
- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.
- ✓ An interest in strategic planning, implementation and review processes.
- ✓ Experience with project management, virtual tools and collaboration processes.
- ✓ Experience in leadership, communication, representation and networking.
- ✓ Willingness and ability to devote time and energy to the role – this is usually 5-10 hours per month.
- ✓ Time allowance to prepare and attend meetings of the Standing Committee and of the Professional Division Committee.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 300 words is requested with the nominee consent form.

### Elections

Elections in committee will take place.

At a meeting of each newly elected Professional Section Standing Committee, members elect the Chair from amongst their number.

### More information

Learn more about the remit and role of Professional Section Standing Committee in Rule 21.1.2 of IFLA Rules of Procedure.

## Secretaries of Professional Section Standing Committees

### The role

IFLA has 42 Professional Section Standing Committees. They are supported by their Professional Division Committee Chair and work to provide practical outputs in the Committee's area of expertise, aligned to the organisation's strategic plan. They respond to relevant questions and requests from IFLA HQ

Each committee works to raise awareness of their subject focus of the Section inside the library field and beyond, cooperating with other committees and groups as appropriate.

The role of a Secretary of a Professional Section Standing Committee is to manage the administration and communication within the section, and to ensure good governance of the Section through their support of its members and of the Section Chair.

### The position

**Positions available:** forty-two (42), one (1) on each Professional Section Standing Committee

**Term of office:** two (2) years. Renewable once, although individuals need to stand again for re-election. After two consecutive terms, they may seek another office (Chair, Information Coordinator) role, if not otherwise prevented from doing so.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Members of incoming Professional Section Standing Committee

**Eligible nominees:** Members of incoming Professional Section Standing Committee

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the subject focus of the Section.

- ✓ Proven ability to support the work of a diverse range of colleagues through effective committee administration.
- ✓ Willingness and ability to devote time and energy to the role – this is usually 5-10 hours per month.
- ✓ Experience with set up and facilitation using online and virtual communication tools or a willingness to learn.
- ✓ Time allowance to prepare and attend meetings of the Standing Committee and of the Professional Division Committee.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in committee will take place.

At a meeting of each newly elected Professional Section Standing Committee, members elect the Secretary from amongst their number.

### More information

Learn more about the remit and role of Professional Section Standing Committee in Rule 21.1.2 of IFLA Rules of Procedure.

## Information Coordinators of Professional Section Standing Committees

### The role

IFLA has 42 Professional Section Standing Committees. They are supported by their Professional Division Committee Chair and work to provide practical outputs in the Committee's area of expertise, aligned to the organisation's strategic plan. They respond to relevant questions and requests from IFLA HQ

Each committee, works to raise awareness of their subject focus of the Section inside the library field and beyond, cooperating with other committees and groups as appropriate.

The role of an Information Coordinator of a Professional Section Standing Committee is to take responsibility for communicating activities and news from the Professional Unit to the Professional Unit's members and to the global library field. Specifically, the Information Coordinator is either directly responsible for, or manages a team responsible for, editing the Professional Unit's pages on the IFLA website, and managing the other communication tools for the Section such as mailing lists, newsletters, blogs, social media platforms.

### The position

**Positions available:** forty-two (42), one (1) on each Professional Section Standing Committee

**Term of office:** two (2) years. Renewable once, although individuals need to stand again for re-election. After two consecutive terms, they may seek another office (Chair, Vice-Chair) role, if not otherwise prevented from doing so)

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Members of incoming Professional Section Standing Committee

**Eligible nominees:** Members of incoming Professional Section Standing Committee

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the subject focus of the Section.
- ✓ Proven ability to support the work of a diverse range of colleagues.
- ✓ Experience and ability to effectively communicate using communications tools (website management, social media, mailing lists)
- ✓ Experience leading a small team or group toward a common purpose.
- ✓ Willingness and ability to devote time and energy to the role – this is usually 3-7 hours per month.
- ✓ Time allowance to prepare and attend meetings of the Standing Committee and of the Professional Division Committee.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Elections

Elections in committee will take place.

At a meeting of each newly elected Professional Section Standing Committee, members elect the Information Coordinator from amongst their number.

### More information

Learn more about the remit and role of Professional Section Standing Committee in Rule 21.1.2 of IFLA Rules of Procedure.

## Convenors of Special Interest Groups

### The role

IFLA has 12 Special Interest Groups (SIGs). They are supported by their Professional Division Committee and Sponsoring Section Chair(s) and work to provide practical outputs in the SIG Committee's area of expertise, aligned to the organisation's strategic plan. They respond to relevant questions and requests related to the subject area from IFLA HQ

Each committee, works to raise awareness of their subject focus of the SIG inside the library field and beyond, cooperating with other committees and groups as appropriate.

Convenors of Special Interest Groups serve as members of the Professional Division Committees in the Division to which they are allocated and attend the Standing Committee meetings of their sponsoring Section(s).

### The position

#### Positions available:

**Term of office:** two (2) years. Renewable once. Special Interest Group Convenors shall serve in a personal capacity, except in their role as observer of a Section Standing Committee meeting or member of a Division Committee meeting, in which case they shall represent their Special Interest Group.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Members of each Special Interest Group, including self-nomination.

**Eligible nominees:** Members of each Special Interest Group

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the thematic focus of the Special Interest Group.
- ✓ Proven ability to inspire, provide guidance and support, and represent the interests of a diverse range of colleagues.
- ✓ An interest in strategic planning, implementation and review processes.
- ✓ Experience in leadership, communication, representation and networking.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the SIG Committee, the sponsoring Professional Section Standing Committee, as the Professional Division Committee, and financial resources to attend at least the IFLA annual Congress.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 300 words is requested with the nominee consent form.

### Elections

Elections in committee will take place.

At a meeting of each newly appointed Special Interest Group, members shall elect a Convenor. The election shall be overseen by the Chair of (one of) the sponsoring Professional Section Standing Committee(s).

### More information

Learn more about the remit of Special Interest Groups in Rule 21.1.3 of the IFLA Rules of Procedure.



## Members of Special Interest Groups

### The role

IFLA has 12 Special Interest Groups (SIGs). They are supported by their Professional Division Committee and Sponsoring Section Chair(s) and work to provide practical outputs in the SIG Committee's area of expertise, aligned to the organisation's strategic plan. They respond to relevant questions and requests related to the subject area from IFLA HQ

Each committee, works to raise awareness of their subject focus of the SIG inside the library field and beyond, cooperating with other committees and groups as appropriate.

### The position

**Positions available:** Each Special Interest Group has a committee of up to nine (9) individuals.

**Term of office:** two (2) years. Renewable once.

### Nominations

**Nominations required:** one (1)

**Who can nominate:** Self-nomination

**Eligible nominees:** Anyone who can meet the expectations

### Expectations of Candidates

**Skills and attributes:** A candidate for this position should be able to demonstrate:

- ✓ Expertise, experience and interest in the thematic focus of the SIG.
- ✓ Proven ability to work successfully with a diverse range of colleagues.
- ✓ Willingness and ability to devote time and energy to the role – this is usually several hours per month.
- ✓ Time allowance to prepare and attend meetings of the SIG Committee.
- ✓ An ability to act with respect, trust, confidentiality and transparency and recognise the need to protect personal and

privileged information. They must declare any conflicts of interest and abstain from discussions where they have a conflict or potential conflict of interest.

**Candidate statement:** A statement of up to 200 words is requested with the nominee consent form.

### Appointment

The members of the Special Interest Group Committee are appointed by the sponsoring Section Standing Committee(e)s, in line with Rule R21.1.3.7,

If there are more than nine nominations an election will be held. The current committee members of the sponsoring Sections will participate in the elections.

### More information

Learn more about the remit of Special Interest Groups in Rule 21.1.3 of the IFLA Rules of Procedure.

## Professional Section Standing Committees and Special Interest Groups

### Sections

Academic and Research Libraries Section

Acquisition and Collection Development Section

Art Libraries Section

Audiovisual and Multimedia Section

Bibliography Section

Cataloguing Section

Continuing Professional Development & Workplace Learning

Document Delivery and Resource Sharing Section

Education and Training Section

Environment, Sustainability & Libraries Section

Government Information and Official Publications Section

Government Libraries Section

Health and Biosciences Libraries Section

Indigenous Matters Section

Information Literacy Section

Information Technology Section

Knowledge Management Section

Law Libraries Section

Libraries for Children and Young Adults Section

Libraries Services to People with Special Needs Section

Libraries Serving Persons with Print Disabilities Section

Library and Research Services for Parliaments Section

Library Buildings and Equipment Section

Library Services to Multicultural Populations Section

Library Theory and Research Section

Literacy and Reading Section

Local History and Genealogy Section

Management and Marketing Section

Management of Library Associations Section

Metropolitan Libraries Section

National Libraries Section

News Media Section

Preservation and Conservation Section

Public Libraries Section

Rare Books and Special Collections Section

Reference and Information Services Section

School Libraries Section

Science and Technology Libraries Section

Serials and Other Continuing Resources Section

Social Science Libraries Section

Statistics and Evaluation Section

Subject Analysis and Access Section

### Special Interest Groups

Access to Information Network - Africa SIG

Artificial Intelligence SIG

Big Data SIG

Digital Humanities/Digital Scholarship SIG

Evidence for Global & Disaster Health SIG

LGBTQ Users SIG

Library History SIG

Library Publishing SIG

LIS Education in Developing Countries SIG



New Professionals SIG

Religions, Libraries and Dialogue SIG

Women Information and Libraries SIG

Questions? Please contact the Elections Team  
at [elections@ifla.org](mailto:elections@ifla.org).