

**WORLD
PUBLIC HEALTH
NUTRITION
ASSOCIATION**

ELECTIONS 2017

**APPLICATION FORM
WPHNA Executive Committee**

This is the Application form for the 2017 WPHNA Elections.

All queries about positions, the election process, or any other relevant matter, should be sent please in good time to secretariat@wphna.org. Please note that the deadline for candidates to send in their applications is **Wednesday May 10th, 23.59 GMT. The incoming new EC members will take office on Thursday June 15th**. For general information about the Association, including members of the EC and the Association's aims and objectives, please visit www.wphna.org and read the [Call for applications](#).

1. Specification of roles and work

General Secretary

Responsible for the smooth running of the Association. Manage the executive secretariat including all formal administrative matters such as official correspondence, management of queries, etc; responsible for EC meetings – teleconference operational issues, agenda, agenda notes and reports of these meetings; ex officio member of all working groups; support to other Secretaries; responsible for statutes; operationalize the strategy and business plan ensuring targets and objectives are being met; responsible for overseeing elections; responsible for organizing Association annual report in liaison with other Secretaries and working groups.

Treasurer

Responsible for all aspects of financial affairs; convene the finance committee; report to council on financial matters; responsible for managing budgets for specific projects; convene the fund-raising committee; coordinate fund-raising activities across the Association; liaising with auditor; annual report through the general secretary to charity commission or equivalent; provide a full account of income and expenditure, with projections, to the EC; provide a fuller account to the annual meeting of all members; support Membership Secretary to keep membership database up-to-date; support to the Conferences Secretary in what regards congress funding.

Membership secretary

Responsible for all aspects of membership and management of the membership system (including day-to-day contact with members, issuing of certificates, liaison with Treasurer regarding payment records, update of membership database, etc) and recruitment of new members.

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Projects and Policy Secretary

Co-ordinates all Association projects for which convenors have direct responsibility. Supports project convenors in their work. Takes special responsibility for the Association's strategic plan especially inasmuch as this relates to projects. Seeks new projects within the Association's capabilities that are liable to prove important, influential, and sources of income.

The successful candidates will have at least some of the following desirable qualifications. Please respond to these points in the order shown in your application below.

2. Desired qualifications

- Proven leadership in a professional or civil society organisation
- Proven accomplishment in the fields of public health and nutrition
- Proven record of international network building and development
- Proven record for delegating responsibility to colleagues
- Professional experience in at least two continents
- Proven ability to raise funds
- Record of achievement as a member of the Association's governing body
- Knowledge of or experience in associated fields
- Written and oral fluency in at least two common languages including English
- Sustained record of presentations and publications in the field

See next page for the Application Form.

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3. Application Form

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

I hereby apply to be a member of the Executive Committee.

Name: [Click here to enter text.](#)

Current employment/position: [Click here to enter text.](#)

One previous employment/position: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

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

- General Secretary
- Treasurer
- Membership Secretary
- Projects and Policy Secretary

If I am not elected to the post specified above, I wish to be considered to be co-opted for another position, as specified in the statement following here.

- Yes. Please state which position: [Click here to enter text.](#)
- No

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Please now fill in the form that follows. The length of what you write (including the headings in the form) should not exceed 1,250 words. In 'my qualifications' please respond to the desired qualifications in the order as shown above, with a paragraph for each item. Please fill in all the boxes below as requested. If you do not, your application may be disqualified. Do not attach other information.

My response to desirable qualifications above:

[Click here to enter text. You can expand the size of the text box as needed.](#)

My vision for the Association:

[Click here to enter text. You can expand the size of this text box as needed.](#)

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My strengths other than stated above (up to three):

[Click here to enter text. You can expand the size of this text box as needed.](#)

My weaknesses (up to three):

[Click here to enter text. You can expand the size of this text box as needed.](#)

My conflicting or competing interests (if none say 'None'; see Annex I)

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[Click here to enter text. You can expand the size of this text box as needed.](#)

Annex I

Conflicting and competing interests

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

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

Potential conflicting or competing interests include:

- *Employment and other relevant paid activities*
Any current employment, consultancy, directorship, or other including honorary positions or association at any substantial level.
- *Project funding and research grants*

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Consultancies, grants or honoraria for or in support of research, support to attend conferences and meetings, or to cover travel and accommodation.

- *Stocks, donations, gifts*

Stockholding, donations, gifts and other benefits that may be relevant.

- *Other interests*

Anything else you would like to disclose.