

## Information for candidates

### Volt Belgium - GA 2025

*Aangezien Engels een vereiste is voor alle posities hebben we besloten het document niet te vertalen naar het Nederlands.*

*Parce que L'anglais est une exigence pour tous les postes, nous avons décidé de ne pas traduire le document en français.*

This document is written to provide the candidates for the [Board of Administrators](#), the [Electoral Commission](#) or the [Arbitration Commission](#) of Volt Belgium with a structure of the bodies to which they belong and an overview of their tasks and responsibilities. Applicants can only apply for one of the positions within the Board of Administrators, Electoral Commission or Arbitration Commission.

Candidates will have the possibility to present themselves at the Winter General Assembly of Volt Belgium on 8 February 2025, where the membership will vote on the candidates. Following the General Assembly, the elected candidates will take up their functions immediately.

In order to be eligible, applicants need to be effective members of Volt Belgium one month before the GA and have paid any outstanding membership dues. Preferably, you live in Belgium for practical reasons.

The description below is based on the newly voted governance documents (<https://voltbelgium.org/legal-notice>).

Research shows that (often times) female candidates only apply when they meet 100% of the requirements, while male candidates do so when they meet just 60%. **We explicitly encourage everyone to apply:** you don't have to tick every box to apply. We also consider your potential and motivation!

## Board of Administrators

### Tasks within the Board of Administrators (collective & individual)

Within the Board of Administrators (BA), we have 2 gender-diverse Co-Presidents, 1 Treasurer, 1 Secretary and 5 undesignated Board Members. Most tasks and responsibilities are shared between all the members, as the BA acts as one and steers the party in the direction of the strategy outlined by the organ. None of the administrators has any privilege above any of the other members, and all votes have the same weight.

At the start of the term of the Board of Administrators, it is decided which domain will be part of the portfolio of each administrator. After this decision the administrator who has for example "policy" in their portfolio, will follow up closely with the work of the policy

team by (for example) attending their calls and meetings. All functional teams report to the Board of Administrators, or an appointed member of staff. The presence of an administrator within the functional teams can be seen as a direct line of contact between the national functional team and the Board of Administrators.

Besides the above “collective” tasks, there are some individual tasks as well, which are the primary responsibility of a specific administrator.

## Co-Presidents

### Role purpose

The Co-Presidents are responsible for the overall performance and leadership of the chapter. They are the primary external political representatives of Volt Belgium, if not otherwise defined by the political assembly.

The Co-Presidents chair the Board of Administrators and report to the General Assembly, as well as coordinate with internal and external stakeholders. Under their guidance, the board proposes and delivers effective strategic planning.

### **Volt Belgium has two gender-diverse Co-Presidents.**

### Key Responsibilities

The Co-Presidents are the administrative, moral and political leadership, who must inspire members, volunteers and staff and must be accessible to them. The Co-President is a participative leader and team player who believes in the power of consultation, support, facilitation and giving space.

- **Organisational**
  - Provide direction and leadership to determining the strategy of Volt Belgium and annual plans
  - Fulfil administrative and legal responsibilities pertaining to the management of the non-profit organisation (ASBL/vzw)
  - Be accountable and report to the members at the General Assemblies
  - Maintain good working relationships with internal and external stakeholders
- **Political**
  - Political positioning in Belgium
  - Representation of Volt’s positions in external and media interventions
  - Networking and building alliances and partnerships with other organisations
  - Collaboration with elected representatives of Volt including the EP office in Brussels
- **Board of Administrators**
  - Represent the chapter in the Country Council (unless delegated otherwise)

- Prepare and chair the meetings of the Board of Administrators
- Report back to the Board of Administrators and keep them informed

### Personal competences

- Good command of English
- Native-like fluency in Dutch and/or French
  - Conversational ability in the other language
- Knowledge of the Volt community, movement and culture
- Thorough knowledge of the Belgian political landscape, dynamics, context and sensitivities
- Awareness and sensitivity to political dynamics and contexts in Europe
- Ability to motivate and coach teams and members
- Self reflection and openness to feedback
- Integrity and ability to maintain confidentiality and discretion regarding sensitive information at all times
- Strong communication skills
- Good public speaking skills
- Have experience in project management
- Proven ability to prioritise effectively and deal with multiple demands
- Be solution oriented
- Have the capability to build consensus to reach decisions
- Proven successful leadership experience within Volt or similar organisations
- Welcomes diversity and actively contributes to an inclusive environment within Volt
- Actively promote Volt's values

### Recommendations

- Take part in General Assemblies in Europe
- Have a strong network with external media contacts and with stakeholder organisations

## Treasurer

### Role purpose

The purpose of the Treasurer is to manage the finances of the party. They should assure that the budget is well spent. They are in direct contact with the functional and local teams to continuously assess the needs of the teams.

### Key Responsibilities

- Draft the annual budget
- Manage/collect membership fees
- Manage the bank account
- Work with functional and local teams

- Make sure people get easy access to financial documents, such as the annual budgets
- Communicate with the authorities to submit the financial documents

### Personal competences

- Good decision-making skills
- Good communication skills
- Knowledge of accounting in Belgium is a must
- Good command of English
- Native-like fluency in Dutch or French
- Knowledge of the Volt community, movement and culture
- Ability to motivate and coach teams and members
- Self reflection and openness to feedback
- Integrity and ability to maintain confidentiality and discretion regarding sensitive information at all times
- Take part in calls with the European and national Treasurers

### Recommendations

- Take part in General Assemblies in Europe
- Awareness and sensitivity to political dynamics and contexts in Belgium and Europe

## Secretary

### Role purpose

The Secretary is responsible for making sure that the information flows steadily between Board members, the Board and the Association. They are in charge of writing and publishing the minutes of Board meetings and follow up on the identified action points.

### Key Responsibilities

- Participate in the Board's decision-making, being in a political leadership position accountable to Volt Belgium's membership at large.
- Take the minutes of the Board meeting and, where possible, coordinate the agenda of the meeting beforehand, and publish them to the membership.
- Make sure that board members follow up on the minutes of the previous meetings
- Prepare and take the minutes of Volt Belgium's General Assemblies, and edit them into a legal document to be sent to the authorities.

### Personal competences

- Good command of English
- Native-like fluency in Dutch (needs to prepare and submit official documents in Dutch)
- Knowledge of the Volt community, movement and culture
- Ability to motivate and coach teams and members

- Self reflection and openness to feedback
- Integrity and ability to maintain confidentiality and discretion regarding sensitive information at all times
- Strong communication skills
- Good public speaking skills
- Have experience in project management
- Proven ability to prioritise effectively and deal with multiple demands
- Be solution oriented
- Have the capability to build consensus to reach decisions

## Recommendations

- Take part in General Assemblies in Europe
- Awareness and sensitivity to political dynamics and contexts in Belgium and Europe

## Non-designated Board Members

### Role purpose

A non-designated Board Member can be seen as the handy person of the board. Not having a specific position allows you to overview what goes on in the party and see where you can find room for improvement.

### Key Responsibilities

This is a very free position that allows you to make your own tasks depending on what can help the party at a given moment.

### Personal competences

As a board member, you need to be able to take initiatives, have a good connection with people, and be able to have an overview of what goes on in different local chapters. You need good leadership skills - which means being able to empower people around you to be motivated and improve the party.

We also expect you to have a good command of English and native-like fluency in Dutch or French.

## Remuneration and time commitment

All positions within the Board of Administrators are on a professional volunteer basis without any financial remuneration foreseen. It is expected that all board members commit to fulfil their mandate to term.

Time commitment is estimated at and a minimum of 10 hours per week and up to 20 hours a week for the Co-Presidents. This includes attendance at meetings, calls, events and individual tasks.

## Electoral Commission

The Electoral Commission manages and oversees the elections of the Association.

The Electoral Commission consists of a minimum of three (3) Members. The Members of the Electoral Commission are elected by the General Assembly.

The Electoral Commission is elected for a mandate of one (1) year. Additional Members may be elected by the General Assembly, with their mandate ending at the same time as the Electoral Commission as a whole.

The Electoral Commission has the exclusive competence to manage, coordinate, and execute all national and regional elections and votes of the Association. It may also, on request of a Local Assembly, supervise processes of local elections and votes.

The Electoral Commission meets at least one (1) time per quarter. It may also meet more frequently whenever the interests of the Association require it. The Electoral Commission acts jointly and with consensus, in the event of a disagreement. The Organ of Administrators or a delegate are invited to attend all Electoral Commission meetings as a non-voting advisor, unless explicitly notified and justified by the Electoral Commission.

### Requirements

- Good command in English
- Conversational ability in Dutch or French
- Basic IT skills (spreadsheets, voting platforms)
- Analytical mindset

## Arbitration Commission

The Arbitration Commission is the guardian of these Articles of Association, as well as the Code of Conduct and the Rules of Procedure of the Association.

The Arbitration Commission consists of a minimum of three (3) Members. The Members of the Arbitration Commission are elected by the General Assembly.

The Arbitration Commission is composed of a minimum of two (2) Co-Chairs and up to four (4) full members elected from the Effective Members. The Members of the Arbitration Commission may not hold any other leadership roles in the Association during their mandate.

The Arbitration Commission sits in rotating chambers for the purposes of mediation and disciplinary actions. Arbitration Commission members sitting in a mediation procedure may not sit in a related disciplinary procedure except for the purposes of representing the Mediation chamber. It sits in plenary for the purposes of adjudicating expedited disciplinary procedures.

The Arbitration Commission is elected for a mandate of one (1) year. Additional Members may be elected by the General Assembly, with their mandate ending at the same time as the Arbitration Commission as a whole.

The Arbitration Commission when sitting in full chamber is competent for taking decisions on:

- a. Appeals of Disciplinary decisions, which it may accept or reject only on the basis of procedural error;
- b. Reviews requested by the Organs of the Association on their validity regarding these Articles of Association, Code of Conduct, and Rules of Procedure of the Association;
- c. Appeals of the Organ of Administration on a decision by the Provincial Council to rescind a decision of the Organ of Administration on the sole basis of compliance with Articles of Association, Code of Conduct, and Rules of Procedure of the Association;
- d. Appeals of an Organ of the Association on a decision to create a new Commission or Committee on the sole basis of non-compliance;
- e. Tabling to the General Assembly proposals to amend Articles of Association, Code of Conduct, and Rules of Procedure of the Association;
- f. Formally request the General Assembly to ratify amendments to the Code of Conduct.
- g. Following the allocation of an expedited process, adjudicate to meet the time frame the case requires.

Further provisions and rules of procedure may be defined in the Rule of Procedure of the Association.

The Arbitration Commission meets at least one (1) time per quarter. It may also meet more frequently whenever the interests of the Association require it. The Arbitration Commission acts jointly and with consensus, in the event of a disagreement.

### Requirements

- Good command in English
- Conversational ability in Dutch or French
- Preferably a legal background
- Good ability in mediation