

GWI Hegg Hoffet Committee Biographical Data Form

Your completed form must reach GWI Headquarters no later than **19 February 2016**.

Please complete the form electronically and send it, together with a colour passport-sized photograph in jpg format and preferably 150 resolution, to noms@graduatewomen.org.

1.	Nominated for:	Hegg Hoffet Committee	
		<i>Please select only one option and mark with an "X"</i>	
	as	Convener	x
		Convener and Member	
		Member	
2.	National federation or association or independent member:	British Federation of Women Graduates	
3.	Family name:	Moor	
		<i>Please select only one option and mark with an "X"</i>	
	Title:	Professor	
		Dr	
		Mrs	
		Miss	
		Ms	x
	Other names:	Christel	
4.	Postal address: (including city, country and postal code)	39 Nackington Road Canterbury Kent CT1 3NP UK	
5.	Telephone:	+44 (0)1227 458821	
	Mobile Phone:	07717461275	
	Skype address	Christel.moor2	
	LinkedIn Profile		
6.	E-mail 1:	moorchristel39@gmail.com	
	E-mail 2:		

7.	Age:	<i>Please select only one option and mark with an "X"</i>			
		Under 30			
		30 – 39			
		40 – 49			
		50 – 59			
		60 – 69			
		70 or over			x
8.	Mother tongue:				
9.	Knowledge of languages:				
		<i>Please select one option in each row to describe your competence and mark with an "X"</i>			
		Excellent	Good	Limited	None
	Ability to speak English	x			
	Ability to understand spoken English	x			
	Ability to read English	x			
	Ability to write English	x			
	Other languages: <i>Please indicate degree of fluency</i>	French - spoken limited			
10.	Computer skills:				
		<i>Please select the most applicable options and mark with an "X"</i>			
	Full working knowledge of the Microsoft Office suite and access to it				
	Considerable experience sending email and using the internet and Skype	x			
	Some experience sending email and using the internet and Skype				
	Limited experience sending email and using the internet and Skype				
	No experience sending email and using the internet and Skype				
11.	Internet Access:				
		<i>Please select only one option and mark with an "X"</i>			
	Regular access to email and Skype at home or at work	x			
	Limited access to email and Skype at home or at work				
12.	Education:				
		<i>Please complete details of your qualifications below</i>			
	University	Degree	Year Awarded	Field of Study	
	London	BA(Hons)	1964	Sociology with Economics	

13.	Professional field and/or present occupation:	Retired lecturer	
14.	GWJ Basics:		
<i>Please select one option in each row to describe your competence and mark with an "X"</i>			
		Yes	No
	I have read the GWJ Constitution and By-laws	x	
	I have read the Terms of Reference for the Board	x	
	I have read the Terms of Reference for the GWJ Committees	x	
15.	Knowledge of and/or experience in international relations, particularly in relation to refugees and refugee agencies, that qualify you for this position <i>Limit 400 words</i>		
	<p>I have chaired the Hegg-Hoffet Fund Committee for two years. In that time I have had contact with other providers of support. The experienced members of the Committee have advised me too. In assessing applicants I have used the knowledge and expertise of members in many countries who have the understanding of the specific factors relating to refugees as well as academic and professional demands.</p>		

16.	<p>What strategies do you think the Committee could use to increase NFA involvement and support for the Hegg Hoffet Fund?</p> <p><i>Limit 400 words</i></p>
	<p>The Committee members could continue</p> <ul style="list-style-type: none"> - To inform NFAs about the history and work of the Hegg-Hoffet Fund - Ask NFAs to inform refugee agencies in their countries - Raise funds for the Fund - Seek support in interviewing applicants
17.	<p>How can GWI work more closely with international and national agencies to ensure that possible recipients are brought to the attention of GWI or so that possible recipients are encouraged to apply?</p> <p><i>Limit 200 words</i></p>
	<p>GWI can use its position in Geneva and its connections with international agencies and charities to advertise the Fund. GWI can continue to highlight the Fund in its connections with NFAs and through the networks with individual members.</p>

18.	<p>Please describe your specific, measurable, achievable, realistic and time-bound (SMART) objectives for this position and the contribution you believe you can make if elected or appointed.</p> <p><i>Limit 200 words</i></p>
	<p>I would aim to spread information on the Hegg-Hoffet Fund.</p> <p>I would aim to continue to ensure that applicants are treated with respect and support</p> <p>I would continue to ensure that funds are well spent.</p> <p>I would continue to keep in touch with recipients of grants.</p>
19.	<p><i>(If standing for Convener)</i> What do you see as the role of the convener?</p> <p><i>Limit 200 words</i></p>
	<p>The Convenor is the figurehead for the Committee, but the convenor includes all members in the assessment of applicants, using their expertise and knowledge to make the right decisions. The convenor receives the first requests from applicants and has to make the initial assessment.</p> <p>She has the responsibility of making the Fund known as widely as possible.</p>
20.	<p>Other relevant skills and experience (volunteer and professional) from the last 10 years relevant to this position</p> <p><i>Limit 200 words</i></p>
	<p>Member of the grant awarding committee of the BFWG Charitable Foundation since 2008</p> <p>Treasurer BFWG Conferences since 2010</p> <p>President, Canterbury Association of Women Graduates since 2015</p> <p>Trustee of East Kent Community Performing Arts Company (EKCPAC) since 2010</p> <p>Chairman of Managing Committee of EKCPAC 2012-2015</p> <p>Trustee of BFWG Scholarship Fund 2009-2015</p>

Commitment to GWI

It is extremely important that all members standing for the GWI Board of Officers and Committees understand that this involves much more than a commitment to attend meetings. In signing the declaration below, you are promising that you are willing and able to work on a regular basis throughout the year with your colleagues via e-mail and skype and to take responsibility and be accountable for individual assignments. In the case of the Board of Officers and Committee Conveners, the workload is substantial and requires at least three to five hours per week. Board and Committee Members who do not fulfil their commitment may be relieved of their positions.

Declaration:

I have read carefully the description of the position for which I am standing and believe that I have the experience necessary to perform the duties. If elected or appointed, I certify that I am able and prepared to:

1. attend all scheduled face to face, Skype or other electronic meetings of the Hegg Hoffet Committee and any other ad hoc groups to which I am appointed;
2. attend the General Assembly and GWI Conference;
3. participate fully in these meetings, which are conducted in English;
4. participate fully in the work between meetings of the Hegg Hoffet Committee and any other ad hoc groups to which I am appointed, including reading material and preparing reports in English;
5. participate regularly in all e-mail and Skype discussions with my colleagues and GWI Headquarters and to answer all questions and requests for input within a reasonable amount of time; and
6. fulfil any individual tasks I am assigned in a timely manner.

I am aware that GWI reimburses no more than 30% of the return tourist or economy air fare and CHF 30 for visas to Committee Members, no more than 50% (and CHF 50 for visas) to Conveners and Assistant Treasurers, and 90% (and CHF 90 for visas) to Board Members, and that no allowance is paid for hotel, food or other costs, other than accommodation for the President.

In typing or writing my name and date in the space below, I am certifying that all of the information provided on this form is accurate and that I fully understand and am ready and able to make the commitment outlined above.

Signature: __Christel Moor_____ Date: _28 July 2016