

Member of the PEN International Search Committee

Terms of Reference

The Search Committee is a special and permanent Committee of International PEN, consisting of five members.

Purpose of the Job:

- 1) To bring forward and facilitate candidacies for elected positions of PEN International.
- 2) To oversee the electoral process at Congresses.

To Whom Accountable: To the General Assembly of PEN International, through the International Board.

Key Accountabilities:

- To endeavor, through internal consultations and through a dialogue with all PEN Centers, including those that do not send delegates to Congresses, to identify and review appropriate, skilled and diverse candidates of quality and experience for the positions of international office-holders and Members at Large of the International Board, keeping in mind the wish to reflect PEN International's global membership.
- To advise nominating Centres and potential candidates on procedures and regulations.
- To respond to requests from the Secretariat or the Board to assist in the filling of positions of Standing or Special Committee chairs.
- To assist the Secretariat in meeting deadlines for all election announcements, and in supervising the voting process.

Term of Post and Election

- The post of Member of the Search Committee is a voluntary position and carries no remuneration.
- The Search Committee is a special and permanent Committee of the Board of PEN International.
- The five Members are members of PEN elected for a three-year mandate by the Assembly of Delegates. Members may stand for re-election for a second term.
- Members should have experience of PEN International's organization, especially of its annual Congresses. They should plan to attend Congresses during their term of office.
- Members of the Committee will respect the confidentiality of the Committee's work and will not officially support or present a candidate to an election the Committee oversees, although their Centre may.
- The Chair of the Committee is chosen by internal consensus; the Chair's position may rotate during the three-year term.
- The Chair of the Search Committee may attend regular meetings of the International Board and participate in conference calls.