Hi to all Standing Committee (SC) members,

At the SC meeting in <location of congress>, one of the points on the agenda is the election of Officers (Chair and Secretary) and the appointment of Information Coordinator. Take a look at this page to read more about what it means to take on one of these roles: <https://www.ifla.org/officers-corner/officers-ics>

At present these positions are held by:

* <Name of Chair> – Chair
* <Name of Secretary> – Secretary
* <Name of Information Coordinator> – Information Coordinator

All of the SC are eligible for these positions and below is the full list\*

Three people are recorded by IFLA Headquarters for these three positions and provide the official contacts for the Section for the rest of IFLA.

We may optionally have a supporting person in each role who can help out with the tasks and therefore learn more about the role. This ensures the work is completed and gets more people involved. It can be a great way to increase your knowledge and involvement in what’s going on. There will be elections again in two years’ time.

We would like to know if you are interested in a role, and therefore would like to nominate yourself. The role of Officer in the SC is a great opportunity to develop and to be part of the change of the <insert name of Section>.

Please send your nominations to <insert name of neutral person> before 15 July. He/She is leaving the SC/not nominating and will therefore oversee a fair and confidential election process.

The names of nominees will be circulated to you all before the WLIC so that if you need to appoint a proxy to vote on your behalf you can instruct them. Please get in touch with <insert name of neutral person> if you cannot attend the SC meeting and want to use a proxy.

Best regards

\* If one or both Officers have completed 4 years in a position they are cannot continue for another term. Therefore you can add into the email: ”/<name of Chair and Name of Secretary> have held the positions of Chair and Secretary respectively for four years now and therefore must step down. They are, however, each eligible for the other Officer position.”

 <insert full list of SC members>

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| **TERM 1** | **TERM 2** | **FIRST\_NAME** | **LAST\_NAME** | **COUNTRY** | **EMAIL** |