

Worldwide Biography Conference Fellowship

TASK: to enable a Conference every two years

Fellows

Biography workers or others who wish to ensure that a Conference takes place every two years, but who may or may not attend according to their circumstances.

- ◆ Their contribution, to be paid each year, will constitute all or part of the Conference fee, depending on how much it is, for the next conference and will also enable financial support for those in need.
- ◆ It will exclude meals, accommodation and pre Conference activities.
- ◆ The fee is due and is used for the next conference whether or not the Fellow attends.

Contributions

Annual, to be paid initially by **31 May 2014** and thereafter by 28th February each year to:

Beneficiary: WW. Biog. Con. Fellowship
IBAN: DE26 6905 1725 0002 0526 78
BIC/Swift: SOLADES1SAL

Nussbaumweg 5, D-88699 Frickingen
Bank Code: 690 517 25 Account: 2052678
Bank: Sparkasse Heiligenberg Salem

All major banks are now SEPA compliant for transfers inside the European Union. Please follow the instructions of your own bank carefully in order to benefit from the minimal bank charges.

Colleagues making transfers from outside the European Union should take full responsibility for transfer fees of the sending and receiving banks. It may be cheaper for contributions from one area or country to be bundled for transfer together.

The Fellowship Secretary will send a reminder/invoice in January each year. Initially there will be two categories of contribution:

1. Continuity Fellowship

- ◆ is for an individual willing to contribute € 99 (incl. c. 10% admin costs) per annum,
- ◆ is credited € 198 (less c. 10% p.a. admin costs) towards the next conference fee if they attend;
- ◆ it includes full professional profile entry on the website of the International Forum for Professional Biography Work including active links.

2. Institution Fellowship

- ◆ is for a Training/Association willing to contribute € 199 (incl. c. 10% admin costs) per annum,
- ◆ and is credited € 398 (less c. 10% p.a. admin costs) towards the next conference to distribute at its own discretion to faculty/students/members needing support to attend next conference, but not towards pre-conference or other events;
- ◆ it includes full institutional profile entry on the website of the International Forum for Professional Biography Work including active links.

Accountability

The Fellowship will report on its activities, policies and finances at each Conference.

Mandates and Functions

Continuity Group (CG) see below Note 1)

- ◆ The CG will make policy proposals to the Fellows.
- ◆ The CG will confirm the Conference mandate of the Organising Group (OG) and ensure their release from responsibility after the Conference.

The **Treasurer** of the Fellowship will administer finances and present the financial report.

The **Secretary** of the Fellowship will administer all membership matters and report as necessary.

Organising Group (OG) see below Note 2)

- ◆ The OG fulfils the mandate including responsibility for the Theme and Content of each Conference and is authorised as detailed in the Criteria.
- ◆ The OG informs the CG during the preparation of and after each Conference.

International Forum for Biography Work as a Profession

It is proposed that the Forum is integrated into the Fellowship including the website.

The **Webmaster** will administer the website.

Notes

1) Continuity Group (CG)

This group comprises biography workers and/or other professional colleagues, who carry responsibility for the development of biography work as a profession, and who are also WBCF Fellows and willing to care for the continuity of the Worldwide Biography Conferences. They fulfil the following criteria:

- ◆ experience of organising the Conference;
- ◆ readiness to meet twice between Conferences;
- ◆ able to volunteer time.

2) Organising Group:

This group comprises biography workers and/or other professional colleagues, who are WBCF Fellows but not CG members and are willing to take responsibility for organising a next Conference.

Mandate to the OG

- ◆ The CG gives a mandate in writing after coming to agreement with an OG according to the criteria below.
- ◆ After a Conference members of CG and OG meet to review and evaluate. The OG provides a report with accountability for the specific tasks mandated, including a Balance Sheet. The OG will then be released by CG from the mandate.

Steps towards the Mandate

1. The CG 'resonates', i.e., it gathers as big a picture as possible of what is living in the world and the development of biography work in this time and shares that together.
2. It comes to an essence of what lives, what fires them from that picture.
3. The CG shares this sense of a future direction with the OG, discusses with them in how far this fits with their pictures, and agrees the criteria laid out below.
4. When agreement is reached a formal mandate is given in writing.

The Mandate - Criteria

- ◆ Date, country, location and venue are agreed in consultation with an OG.
- ◆ Language: Conferences are to be bilingual – German and English plus the language of the location and any other translation service possible.
- ◆ Communication: The CG receives regular communication during the planning stage regarding plans, themes and budget, etc., while giving the OG as much freedom to act as possible. The procedures for communication will be mutually agreed.
- ◆ Planning: Timely communication by the OG with the whole network of the biographical movement. Experience shows that the date needs to be communicated latest by the beginning of the year after the last Conference, preferably with the location at the same time or as soon as possible thereafter.
- ◆ Programme: the theme/s and draft programme should be announced at least 9 months before next conference, earlier of course if possible.
- ◆ Mailing Database: the CG provides a comprehensive database, which the OG updates and supplements with new addresses using the database format of the Fellowship.

Finance

- ◆ The CG will make seed money available from the Fellowship.
- ◆ Conference income should also include a budget to cover, for example, travel and operating expenses of the CG and OG; these to be held to a minimum.
- ◆ The Conference is to be self-funding. This means each OG has to carry the financial risk involved in organising a conference and to provide its own safety net (through, e.g., donations, fundraising, underwriting). Any surplus can only be distributed in agreement with the CG.