

MSF Trustee Nomination Form 2020

To be completed by nominator (page 1)

Thank you for nominating a candidate to be considered for an MSF Trustee position. As the nominator, please ensure that the candidate (nominee) meets the minimum criteria below and submit the application to MSF on their behalf.

Please complete this **form** and collect the following documents from the candidate:

- Signatures on this document** by the nominator (page 1) and nominee (page 2);
- Curriculum Vitae/Resume** from nominee;
- Letter of Intent** from nominee;
- Two references** from Subud members (template enclosed).

The above documents should be submitted to MSF at **nominate@msubuhfoundation.org** by **April 10, 2020** with email subject as follows: “[CANDIDATE NAME] - Nomination, MSF Trustee 2020.”

Name of Nominator	
Position	<i>(a) National Chairperson of their country through their Zone Representative, (b) current MSF Trustees, or (c) World Subud Council member.</i>
Email Address	
City, Country	
Phone Number	

Please tick the following boxes to indicate your understanding as the Nominator:

- I verify that I am currently serving as either (a) National Chairperson, (b) MSF Trustee, or (c) World Subud Council member.
- I understand the minimum criteria to serve as an MSF Trustee and recommend the candidate without reservation.
- I verify that the Curriculum Vitae and Letter of Intent that I will submit to MSF were received from the candidate.

Signature: _____ Date (mm/dd/yyyy): _____

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To be completed by nominee (page 2)

Name of Nominee (Candidate)	
Email Address	
City, Country	
Phone Number	

Name of Subud Reference #1	
Email Address	
Phone Number	
Name of Subud Reference #2	
Email Address	
Phone Number	

Please tick the following boxes to indicate your understanding of the commitment:

- I read, understood and meet the below criteria to perform the role of an MSF Trustee.
- I tested with local and/or national helpers before submitting my application.
- I will send my Curriculum Vitae/Resume and Letter of Intent to my nominator.
- I will forward 2 referral forms from my references to my nominator.
- I agree to sign a Conflict of Interest statement as well as a Non Disclosure Agreement if appointed as an MSF Trustee.

Signature: _____ Date (mm/dd/yyyy): _____

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MSF Trustee Roles and Responsibilities:

“The Trustees have undertaken to abide by the important principles of transparency, accountability and informativeness which are essential to an institution which seeks to attain and sustain a relationship of trust and credibility with its constituency of members.”

- Varindra Vittachi Letter Announcing the Establishment of the Foundation, New York, 1991.

The mission of MSF is to foster the worldwide growth and long-term development of Subud through the latihan kejiwaan as our founder, Muhammad Subuh Sumohadiwidjojo, originally received it. The purpose of the MSF is to build a capital fund to sustain its mission. This capital fund maintains and invests Subud assets received through donations and bequests from members and enterprises. To achieve its mission, MSF currently directs its resources in the following ways:

1. Supporting Subud groups in the purchase and improvement of their Subud properties.
2. Supporting the travel of our international helpers to work with local and regional helpers in countries around the world.
3. Providing funds that help preserve Bapak and Ibu Rahayu’s material relating to the development of Subud.
4. Funds permitting MSF supports affiliates (called Wings) recognized by the WSA that promote cultural, educational, social and humanitarian work for the human community.

The Foundation’s team of Trustees strives to maintain the trust of its donors by working together harmoniously and free of self-interest. They monitor all the assets of the Foundation carefully and use them wisely. Trustees are personally liable for a breach of these fiduciary duties.

Term and Selection Criteria:

Trustees serve a four-year term. Terms are staggered to maintain stability through continuity. Half of the trustees rotate off the board every two years, but are eligible for reappointment, if willing, through the same procedure as new candidates.

There is no compensation for being a Trustee, however, MSF covers the cost of Trustees to attend the MSF annual meeting. Trustees must also sign a Conflict of Interest statement as well as a Non Disclosure Agreement.

Trustees shall have an understanding of the Subud organization, with proven experience working effectively, harmoniously and reliably within Subud. As a Board, they shall collectively possess knowledge, skills and abilities relating to financial oversight, preservation and management of the Foundation.

The minimum qualifications required to perform the role of MSF Trustee are as follows:

1. **Active Subud member** for at least 6 years;

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2. **Understanding of the Organization:** Advisable that the applicant has knowledge of the Subud International Organization structure and governance, including MSF.
3. **Values** integrity, diversity, transparency and sustainability. This can be demonstrated through previous committee or helper experience working effectively, amicably, and reliably within Subud.
4. **Availability** to devote to MSF work and ability to travel internationally. Candidate must be able to travel approximately 10 days per year (cost covered by MSF) and to dedicate at least 10 hours per week to MSF duties including serving in one or more sub-committees;
5. **Capacity** to perform the role of Trustee including:
 - a. Professional experience in finance, not-for-profit or communications role is desirable;
 - b. Basic understanding of budgeting and financial statements;
 - c. Communicate ideas and thoughts effectively and contribute meaningfully to discussion by email, zoom call and face-to-face meetings.
 - d. Facilitate or serve effectively in the work of at least one of the MSF subcommittees (Finance, Investment, Personnel, Grant, Endowment, Communication)
6. **Internet access**, as much communication and meetings are held virtually;
7. **Basic English language skills are ideal, but not necessary.** Translation services for Board of Trustee calls and in person meetings are provided by MSF. Documentation is in English so Trustee will be expected to use an online translator to read emails.
8. **Computer proficiency** in Email, Zoom, Google Drive functions, Microsoft Word and Excel are desired. Internal training for free on IT tools can be provided if needed.
9. **Never convicted** of a crime and **not in the Sanction List or Politically Exposed Persons list.** This a brokerage requirement since Trustees deal in the trading of shares
10. **No conflict of interest** with MSF and WSA.

Selection Process:

Candidates are nominated by the (a) National Chairperson of their country through their Zone Representative, (b) current MSF Trustees, or (c) member of the World Subud Council. Candidates are asked to test with their local and national helpers before submitting an application.

Nominators submit the following documents to MSF on behalf of the candidates they nominate: (1) Completed and signed nomination form (attached), (2) Curriculum Vitae/Resume describing professional experience and Subud positions held, (3) Letter of Intent responding to the criteria and

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describing why the applicant is applying and how s/he will add value, and (4) two references from Subud members (referral template attached).

The deadline to submit documents to MSF (nominate@msubuhfoundation.org) is April 10, 2020.

We encourage you to nominate early, as applications will be reviewed and informal interviews conducted on a rolling basis by representatives from MSF and WSA. Shortlisted candidates (based on above criteria) will be notified by the end of May 2020.

The International Helpers will test the shortlisted candidates during the Zone 3 and 4 Gathering in Assisi, Italy in August 2020. Candidates are strongly encouraged to attend the testing in person. Final selections are made by the WSA Board of Directors in accordance with the by-laws of MSF.

For any questions about the role of an MSF Trustee or the application process, please contact the joint MSF-WSA Selection Committee at nominate@msubuhfoundation.org.