



CWP Chair Role Profile

The Commonwealth Parliamentary Association will elect a Chairperson of the Commonwealth Women Parliamentarians on Tuesday 7 October 2025 at the CWP Business Meeting during the 68th Commonwealth Parliamentary Conference in Bridgetown, Barbados

The CPA Headquarters Secretariat has provided the below guidance to assist women members wishing to put themselves forward as a candidate for the election.

The Commonwealth Women Parliamentarians Role Profile

The Chairperson of the Commonwealth Women Parliamentarians (CWP) will provide inclusive leadership to the CPA in setting the strategic vision/mission for women parliamentarians across the Association's membership. The CWP Chair will champion gender equality and work to mainstream CWP in CPA's activities.

The term of office will be for three years from the conclusion of the Commonwealth Parliamentary Conference in 2025 to the conclusion of the Commonwealth Parliamentary Conference in 2028.

Past experience of CWP Chairs has shown that it is vital that the candidate has the full support of her Parliament/Branch in undertaking this role.

Principal responsibilities

Strategic leadership

- Set a strategic vision/mission for the CWP during term in office and work with the CPA Headquarters Secretariat to transform this vision into a work plan for CWP, with tangible milestones and measurable targets;
- Provide leadership and direction to the CWP and its eleven-member Steering Committee (comprising of 9 Steering Committee members representing each Region, a CWP President and the CWP Chairperson), ensuring that the CWP has maximum influence across the Association for championing equal gender representation;
- Ensure that CWP members and Steering Committee fulfil their duties and responsibilities for the effective promotion and delivery of the CWP vision;
- Ensure that the CWP operates within its objectives, and provides a clear strategic direction working with the wider CPA membership on the gender agenda; and,
- Ensure that the CWP membership is able to regularly review work plans and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities to progress CWP aims.

CWP Governance

- Develop the knowledge and capability of the CWP and CPA membership in addressing women's representation in Parliament;
- Ensure effective monitoring of CWP activities in the Regions takes place; and,
- Report to the CWP Steering Committee on CWP's progress against its work plan.

CPA Governance as an Officer of the Association

- Attend and participate in two meetings of the CPA Executive Committee each year representing the interests of the CWP and to report on the CWP activities and expenditure to Executive Committee meetings for the purposes of accountability;
- As an Officer of the Association attend and participate in Coordinating Committee Meetings and Performance and Review Subcommittee Meeting, held on the eve of Executive Committee meetings;
- Work closely and cooperatively with other Officers of the Association, namely, the Chairperson of the Executive Committee, Vice-Chairperson of the Executive Committee and the Treasurer; and,
- Report to the Association's General Assembly each year on the outcomes of CWP Steering Committee Meetings and CWP Business Meeting.

Efficiency and effectiveness

- Preside over CWP Steering Committee Meetings, CWP Conferences and CWP Business Meetings;
- Chair meetings of the CWP Steering Committee effectively and efficiently, bringing impartiality and objectivity to the decision-making process;
- Ensure that members are fully engaged and that decisions are taken in the best, long-term interests of the CWP and that the members of the CWP take collective ownership;
- Foster, maintain and ensure that constructive relationships exist with and between the CWP members across all nine regions of the Association;
- Work closely with the CPA Headquarters Secretariat to give direction to CWP on policy-making and to ensure that meetings are well planned, meaningful and reflect responsibilities;
- Ensure the effective and efficient planning and running of CWP Conference and Business Meetings;
- Monitor the implementation of decisions taken at meetings; and,
- Work within any agreed policies adopted by the CPA.

Relationship with the CPA Secretary-General and the wider Executive Committee

- Establish and build a strong, effective and a constructive working relationship with the Secretary-General of the CPA, ensuring s/he is held to account for helping achieve CWP strategic objectives;
- Support the Secretary-General and Chair of the CPA, whilst respecting the boundaries which exist between the two roles; and,
- Ensure regular contact with the Secretary-General and Executive Committee membership and develop and maintain an open and supportive relationship.

External Relations

- Act as an ambassador/spokesperson for the CPA and CWP at relevant fora relating to issues concerning gender equality and women in Parliament; and,
- Work with the CPA Headquarters Secretariat to reach out to new and existing partners on CWP work.