

## **2011 Annual Report for Penny Pattison, Servas International General Secretary 2009-2012**

Consistent with the Servas International Financial Operating Procedures I have prepared a brief report of my activities for 2011. My 2009 and 2010 Annual Reports are combined with the other EXCO members in two status reports, Sept 2009 - June 2010 and July -December 2010. An EXCO 2011 status report has also been prepared. My 2012 Annual Report will be presented to the 2012 General Assembly.

### **General Secretary Responsibilities**

The General Secretary has the following job description in the Servas International Statutes:

- 3) The General Secretary shall:
- a) handle the correspondence of Servas International;
  - b) collect information from national groups;
  - c) arrange for the circulation of host lists and key lists of addresses;
  - d) be responsible for the recording of the minutes of meetings and conferences, including the minutes of the General Assembly at the end of the term of office; and
  - e) represent the interests of her/his assistants, National Secretaries and Main Contacts in the Executive Committee.
- In the case of an assistant or assistants being elected by the General Assembly or appointed by the Executive Committee, the General Secretary nevertheless carries the final responsibility for the duties of General Secretary.

### **Summary of activity in 2011**

- Attended 19 EXCO teleconferences of EXCO, produced minutes and posted them on Siexco.org.
- Organized Spanish translation Coordinators, and coordinated the translation of SI documents into Spanish.
- Handled communications for the Nov 2011 Distant Vote and the SCW Asia Area Coordinator election, including siexco.org updates and coordination with the Distant Vote Administrator
- Acted as EXCO liaison with the ICT, including project management and communications related to the new server, identification of issues and management of issues
- Created the Member Country 2010 Annual Report form, communicated the process to National Secretaries, received the completed forms, summarized them and posted them on siexco.org.
- For Servas Online, participated in, produced and posted minutes from Senior Panel and other meetings, and created a Request for Proposal document to find a web designer.

- Worked with the Job Descriptions and Statutes Committee to produce job descriptions for SI positions.
- Maintained the 2009 GA Action Chart that I created after the 2009 GA and posted it on siexco.org
- Coordinated, distributed and posted December 2010 EXCO status report
- Actively participated as a member of EXCO in decisions related to SI Registration, ServasOnLine, analysis of funding requests, and other issues as they arose
- Took an active role in the 2012 GA planning and search for a location, and prepared the draft 2012 GA funding criteria and forms
- Maintained the list of SI Committees posted on siexco.org
- Acted as liaison with the volunteer who updates siexco.org, posting updates to many sections of the web site
- Communicated with National Secretaries on a wide range of issues

### **Expenditures in 2011**

For 2011, the expenses that I have submitted totalled \$553.26 CDN. This included:

- \$62.16 for long distance charges, mainly to attend teleconferences.
- \$486.62 for internet and Skype related expenses
- \$4.48 for postage related to the SI Statutes and Registration

Respectfully submitted,  
Penny Pattison

January 9, 2012