



Servas International Job Descriptions

Table of Contents

General Job Description Statement	2
Executive Committee (EXCO)	3
SI President.....	4
SI Vice President.....	5
SI General Secretary	6
SI Treasurer	6
SI Peace Secretary	8
SI Host List Coordinator.....	9
SI Area Coordinators	10
SI Archivist	11
SI Distant Vote Administrator	12
SI Youth Coordinator.....	14
SI Youth Development Officer.....	15
SI Help Desk.....	16
SI Committee Convenors.....	17
SI Audit Committee	18
SI Budget Committee	20
SI Conflict Resolution Committee	21
SI Development Committee	23
SI Distant Interviewer Team.....	26
SI Dolphin Team	27
SI Information Communication and Technology (ICT) Team	28
SI Job Descriptions and Statutes Committee	29
SI Membership Committee	30
SI Newsletter Editor (and Team)	31
SI Nominations Committee	32
SI UN Observers.....	33

General Job Description Statement

General qualities

- love of Servas, motivated to help
- strong communications, patience
- willingness to give time, and to learn
- teamwork, cooperation

List of Elected SI Positions (From Gary Sealey's email 2011/11/7)

1. President
2. Vice President
3. General Secretary
4. Treasurer
5. Host List Coordinator
6. Peace Secretary
7. Archivist
8. SI News Editor
9. Youth Development Officer
10. Youth Coordinator
11. Distant Vote Administrator
12. Job Description/Statutes Committee- 2 or 3
13. Development Committee – 5
14. Audit Committee – 3
15. Conflict Resolution Committee -3
16. Nomination Committee -3

Executive Committee (EXCO)

Date: May 2011

Name (or Members):

President: Gary Sealey, Canada (Male)
Vice President: Pramod Kumar, India (Male)
General Secretary: Penny Pattison, Canada (Female)
Treasurer: Mirek Wasilewski, Poland (Male)
Peace Secretary: Luisa Corbetta, Italy (Female)
Host List Coordinator: Pablo Colangelo, Argentina (Male)

Responsibilities:

SI Statutes:

- 1) The Executive Committee is responsible for the day-to-day running of Servas International between one General Assembly and the next. Its decisions and actions should be in accordance with decisions made by the General Assembly. Its expenditure is limited to the budget adopted by the General Assembly.
- 2) The Executive Committee shall appoint those Servas officers who have not been elected by the General Assembly.
- 3) If the post of any Servas officer becomes vacant between General Assemblies, the Executive Committee may appoint a replacement. If the vacancy is for a member of the Executive Committee other than President, the remaining members may make the appointment.
- 4) Within financial limits, the Executive Committee shall meet as often as deemed necessary by the Executive Committee.
- 5) The Executive Committee is empowered to make decisions either
 - a) by a majority vote at a meeting of the Executive Committee; or
 - b) by correspondence, provided that all members of the Executive Committee are given the opportunity to participate in the decisions. For a decision to be made by correspondence, votes must be received within one month of the date the motion is mailed/faxed, and the majority of the votes received must be affirmative.

Financial Operating Procedures:

(see page 4 – Financial Duties > Executive Committee)

SI President

Date: May 2011

Name (or Members): Gary Sealey, Canada (Male)

Responsibilities:

SI Statutes:

The President shall:

- a) oversee the general operation of Servas International;
- b) preside over all meetings of Servas International or of the Executive Committee, or delegate this function to a suitable chairperson;
- c) represent Servas on other international bodies or delegate this function to other suitable persons;
- d) keep broadly informed about the work of Servas officers;
- e) represent the interests of Servas International News Editor and Servas Archivist in the Executive Committee;
- f) be responsible for the organisation of the International Conference/General Assembly;
- g) be responsible for the agenda of the Executive Committee and the agenda of the General Assembly; and
- h) perform any other functions directed by the General Assembly.

The term of office for the President ends no later than three months after a General Assembly.

DV Regulations:

The President shall be responsible for ensuring that the Distant Voting process is conducted in accordance with the Statutes and these Regulations.

SI Vice President

Date: May 2011

Name (or Members): Pramod Kumar, India (Male)

Responsibilities:

SI Statutes:

The Vice-President shall:

- a) perform the functions of the President in the absence or incapacity of the President;
- b) be responsible for the development and strengthening of national Servas groups;
- c) keep broadly informed about the work of the Area Coordinators, and represent their interests in the Executive Committee; and
- d) perform such other functions as shall be delegated by the President or General Assembly.

The term of office for the Vice President ends no later than three months after a General Assembly.

SI General Secretary

Date: May 2011

Name (or Members): Penny Pattison, Canada (Female)

Responsibilities:

SI Statutes:

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.

The term of office for the General Secretary ends no later than three months after a General Assembly.

DV Regulations:

The General Secretary shall be responsible for:

- a) advising member groups of the timetable for each Distant Vote, including the closing date for votes, the date by which the motions and supporting material will be sent to member groups and the date by which any changes to Authorised Voter details must be received;
 - b) keeping a record of the name and contact details of the person designated by each member group to be their Authorised Voter for the Distant Voting process;
 - c) providing the Distant Vote Administrator with a list of the member groups allowed to vote and contact details for the Authorised Voter for each member group;
 - d) assembling the supporting information to be sent with the voting material;
 - e) sending advice of the results of the Distant Vote to member groups within one month of receiving them from the Distant Vote Administrator.
-

SI Treasurer

Date: May 2011

Name (or Members): Mirek Wasilewski, Poland (Male)

Responsibilities:

SI Statutes:

The Treasurer shall:

- a) keep the financial accounts and records of Servas International and arrange for auditing;
- b) send out invoices and collect money owing to Servas International;
- c) submit an annual financial report to the Executive Committee; and
- d) collect financial information from member groups.

In the case of an Assistant Treasurer being elected by the General Assembly or appointed by the Executive Committee, the

Treasurer nevertheless carries the final responsibility for the duties of Treasurer.

Financial Operating Procedures:

(see page 5 – SPECIAL Duties of the SI Treasurer)

The term of office for the Treasurer ends no later than three months after a General Assembly.

SI Peace Secretary

Date: May 2011

Name (or Members): Luisa Corbetta, Italy (Female)

Responsibilities:

SI Statutes:

The Peace Secretary shall:

- a) promote the peace aspect of Servas International in national groups and internationally;
- b) coordinate the work of national Peace Secretaries;
- c) represent the interests of the UN delegates and national Peace Secretaries in the Executive Committee; and
- d) encourage liaison with other peace organisations, and arrange representation in such organisations when appropriate.

The term of office for the Peace Secretary ends no later than three months after a General Assembly.

SI Host List Coordinator

Date: May 2011

Name (or Members): Pablo Colangelo, Argentina (Male)

Responsibilities:

SI Statutes:

The Host List Coordinator shall

- a) collect orders for host lists and notify national groups of these orders;
- b) receive and distribute host lists for certain national groups as appropriate; and
- c) produce and distribute host lists for certain national groups as appropriate.

The term of office for the Host List Coordinator ends no later than three months after a General Assembly.

SI Area Coordinators

Date: May 2011

Name (or Members):

South America – Jaime Alberto Romero, Colombia (Male)

Central America – Adela Segura, Guatemala (Female)

East Asia – Masahiro Nishiyama, Japan (Male)

Southern Africa – Sheldon Weeks, Botswana (Male)

South Central West Asia – *election May 2011*

Responsibilities:

SI Vice President is the main contact in SI EXCO for all Area Coordinators.

The role and responsibilities of Area Coordinators were discussed in the General Assembly 2006 at Latina and again in the General Assembly 2009 at Mar del Plata.

The following resolutions were passed by the GA 2006 regarding the work of Area Coordinators:

Area Coordinators are needed and should ideally be elected by the national groups of the area and then appointed by EXCO. If national groups of the area do not elect an AC, EXCO may appoint one person to become an AC.

The work of Area Coordinators (shall be):

- 1) Development of Servas in the Area
- 2) Link National Group with Exco
- 3) Link national groups within the area and other areas.

The following resolution was passed by GA 2009:

“We request the ‘Job descriptions and Statutes Committee’ to produce a list of functions for the position Area Coordinator, including the specific participation of the National Secretaries (NS) of the area in the elaboration of this final document.

“We request to take these items produced during the Central America Regional Conference of Costa Rica as a starting point:

“1. To hold as a minimum, an annual meeting with the National Groups (NG) of the Area.

“2. To interact with other Area Coordinators functioning as an ambassador from SI and as a representative from SI to the National Groups.

“3. To know the procedure manual of SI.

“4. To ensure that the National Secretaries respond immediately to the e-mail messages of SI.

“5. All the information that the Area Coordinator will provide to Servas International must be known by the National Secretaries.”

SI Archivist

Date: May 2011

Name (or Members): Grant Barnes, USA (Male)

Responsibilities:

- maintain the archives on line at <http://www.servas.org/siexco/index.php/Archives>
- store and make accessible minutes from SI General Assemblies
- store and make accessible other documents of historical importance to Servas
- coordinate with National Groups in the preservation and maintenance of historical records relating to national activities and interface with Servas International

The Hoover Institution Library and Archives has agreed to maintain and house the Servas Archives. Servas retains copyright and full access to all the items in the archives. The Hoover Institution Library and Archives, located in Palo Alto, California, on the campus of Stanford University is one of the world's most reputable archives with modern provision for document safety and security. Our treasured archives will continue to be taken well care of, and we will be able to add to it over the next decades.

“Archivists bring the past to the present. They're records collectors and protectors, keepers of memory. They organize unique, historical materials, making them available for current and future research.” Lisa H. Lewis, of the Catholic Diocese of Baton Rouge

The term of office for the Archivist ends no later than three months after a General Assembly.

SI Distant Vote Administrator

Date: May 2011

Name (or Members):

Chris Patterson, New Zealand (Male)

Responsibilities:

DV Regulations:

The Distant Vote Administrator's duties include:

- a) advising the General Secretary of the timetable for each Distant Vote in accordance with the schedule determined by the Executive Committee;
- b) recommending to Executive Committee, if considered necessary, that one or more independent persons or organisations be engaged to assist in the running of the Distant Vote;
- c) receiving and counting the votes, except when a secret vote is required in which case the receiving and counting of votes shall be done by a person or organization independent of Servas;
- d) reviewing the wording of the submitted motions and referring them back to the submitter for revision if the wording is unclear or not in a form that can be voted on by a "yes" or "no";
- e) arranging the translation of voting information and supporting material in accordance with current Servas practice.

The Distant Vote Administrator's duties shall also include:

- a) preparing a report, including recommendations for approval by the Executive Committee on: a budget and timetable for the Distant Vote process, the method of electronic voting, the postal address and the vote authenticity checks to be used;
- b) sending the motions, the voting material and supporting information to the Authorised Voter for each member group as advised by the General Secretary;
- c) receiving the votes cast, verifying that they are valid and can be counted, and then recording how each member group voted on the motions. Votes may be disallowed on the grounds that they were not received on time, that they are not authentic, that the voter's intention is not clear or that the vote cannot be counted for any other reason;
- d) counting the valid votes: "support/yes", "against/no" and "abstain", to determine the result of the vote on each motion and to identify any motions passed by the double majority needed to give the decision the same effect as a General Assembly vote;
- e) reporting the results to the General Secretary within one month of the closing date for the vote;
- f) preparing a written report to the Executive Committee on the Distant Vote within two months of the closing date for the vote. The report shall include the voting results on each motion, the number of member groups allowed to vote, a detailed list of how each member group voted on non-secret motions and the number of votes received but not counted with the reason they were disallowed;
- g) holding all votes received in a secure place and keeping the votes and the results confidential until member groups have been advised of the results by the General Secretary;
- h) handing over all voting papers and such other information as may be requested as part of an independent recount and audit of the Distant Vote;

- i) destroying all votes received and any other confidential information if no request for a recount has been received within three months of the date the results of the Distant Vote are sent to member groups;
- j) disposing of any confidential information and other records relating to the Distant Vote process in consultation with the General Secretary.

2009 GA:

The Distant Vote Administrator shall facilitate informed discussion of items to be decided by distant vote. (For example, by setting up a web based forum and/or providing mailing lists to the submitter of the item and member groups).

The term of office of the Distant Vote Administrator shall end 3 months after the next General Assembly

SI Youth Coordinator

Date: May 2011

Name (or Members): Pablo Chufeni, Argentina (Male)

Responsibilities:

Taken from Youth report to 2009 GA:

- Coordinate Servas Youth Language Experiencee (SYLE) programme
- Coordinate Youth conferences
- Coordinate Youth web site
- Coordinate with country youth contacts
- Work with local youth contacts to organize regional youth events
- Act as a central point for youth projects, ideas and events

The term of office for the Youth Coordinator ends no later than three months after a General Assembly.

Description of International Youth Coordinator from 2009 Nominations Committee:

- Permanent coordination of the Servas Youth Languages Experience.
- Permanent supply of info to the Servas editions.
- Management of the Servas Youth site.
- Edition of the Servas Youth Report each semester.
- Organization of the annual International Youth Meeting.
- Constant contact with EXCO, AC and NS to promote Youth Actions.
- Development of new projects to encourage the youth element.
- Promote youth presence at the National Boards with Youth Local Contacts.
- Constant contact with the Youth Local Contacts.
- Coordination of the Youth Working Team.

The position requires:

- 3 hours daily.
- Basic knowledge of web edition, Internet and communicational tools.
- Fluency on languages will be appreciated.
- A deep knowledge of the Servas structure and goals.
- (Further details could be found on www.servasyouth.org)

SI Youth Development Officer

Date: May 2011

Name (or Members): Magiari Diaz Diaz, Venezuela (Female)

Responsibilities:

The term of office for the Youth Development Officer ends no later than three months after a General Assembly.

Description of Youth Development Officer from 2009 Nominations Committee:

The Youth Development Officer is one of the two elected posts in the Servas Youth Team, a key task being to support the work of the Youth Coordinator.

In addition the role involves promoting the development of specific youth projects and initiatives and encouraging young people to participate in both regional and international events as well as being active in their National groups.

- A commitment to promoting the involvement of young people in Servas at all levels is important.
- The time required is variable, increasing when there are deadlines for a project or when organising a specific event.
- Skills required will be dependent on what focus the post holder is proposing to have in terms of initiating youth activities but should include having up to date IT skills.
- Knowledge as to how Servas operates at an international as well as local level is helpful in reaching young people already in Servas and encouraging new members.
- If planning an international event some experience of responsibility for both financial and practical arrangements is needed or access to mentoring from someone who has. Some awareness of the difficulties encountered in visa applications would also be useful.

SI Help Desk

Date: May 2011

Name (or Members):

Lisette Murik, Israel (Female)

Responsibilities:

From 2004:

The helpdesk answers general questions about Servas from Servas members and non-members visiting the Servas International website. If the helpdesk workers cannot answer a certain question, they forward the question to somebody who is in a position to answer.

SI Committee Convenors

Date: May 2011

Name (or Members): see individual committees

Responsibilities:

SI Statutes:

Convenors Shall

- a) be responsible for the teamwork of their respective committees; and
- b) implement the decisions of the General Assembly relevant to their field of responsibility.

Annual report including budget and expenditures

The term of office for Committee Convenors ends no later than three months after a General Assembly.

SI Audit Committee

Date: May 2011

Name (or Members):

Phyllis Chinn (convenor), USA (Female)

LV Subramanian, India (Male)

Jonny Saganger, Sweden (Male)

Responsibilities:

Financial Operating Procedures:

The duties of the Audit Committee include internal auditing of Servas International expenses, supervision, analysis, interpretation, and advice to EXCO, as well as ongoing monitoring of actual-to-budget interim financial statements.

The duties of the Audit Committee include:

- 1 – Review existing guidelines on accounting principles including fundraising policies and procedures
- 2 – Annual review of each Servas officer's financial reports collected by SI treasurer which should include the subject of money spent and/or received
- 3 – Collaborate with the SI treasurer on financial matters related to Servas International
- 4 – Review the SI bookkeeping documentation whenever necessary
- 5 – Review SERVAS annual Financial Statements issued by the Treasurer for endorsement by the audit committee
- 6 – Ensure that the SERVAS annual Financial Statements have been audited and approved by an external auditing company or external professional auditor
- 7 – Review the modified three year budget plan and verification of its adherence to the guidelines agreed at the General Assembly on an annual basis
- 8 – Identify cost reduction opportunities of SI budget for any kind of activities (ex. EXCO meetings, International Conference, Area Conferences, etc.) as needed
- 9 – Provide EXCO assistance with financial projects as requested
- 10 – Communicate the audit committee findings through a regular Workshop and present the final audit report at the International Conference

An internal audit should be conducted yearly if necessary.

EXCO and Audit Committee should share any publications about each other with each other before publication.

Description of Internal Audit Committee from 2009 Nominations Committee:

- One of the Audit committee Members will be Convenor of the Group who will present the findings of the Audit to the GA and the Exco.
 - The Audit committee will verify the Final Accounts in consonance with the Financial Operating Guidelines and the detailed vouching process either on sampling basis or on test check basis as may they may deem fit. Any discrepancies noticed could be discussed and resolved with the Treasurer. Any Cases of spending without proper approval could be presented to the Exco for their comments and subsequent ratification.
 - The Audit committee will ensure proper control system and value for money process. It will also check for the safeguards for financial assets and office equipment/PC/laptops/printers is taken and proper documentation to support their recording is done.
 - The Audit committee help in development of policies or in the refinement of the existing policies and would work in consonance with the Treasurer to have them implemented for furthering financial discipline.
 - The Audit Committee's Report will be examined by the Statutory Auditor and AuC would need to clarify any of their findings with the Statutory Auditor if necessary.
 - The Audit Committee will look into any other matter and make recommendations to improve the existing system or implement new processes which may help to better the financial operating procedures.
-

SI Budget Committee

Date: May 2011

Name (or Members):

Jack Huang, China (Male)

Omer Ozkan, Turkey (Male)

Harald Seiffert, Germany (Male)

Muhammad Naseem, Pakistan (Male)

Responsibilities:

From the call for nominees, May 2010:

During the General Assembly of Servas International in September 2009 in Mar del Plata it was decided that the 4-year budget approved at the 2009 GA would be reviewed and updated each year, and approved by Distant Vote. To support this process, EXCO will be appointing an SI Budget Committee to support the SI Treasurer and Executive Committee in preparing the annual budgets for Servas International.

The SI Budget Committee, chaired by the SI Treasurer, will review the 4-year budget approved at the 2009 GA and prepare annual budgets to be approved by the Distant Vote process. The committee will also give advice and suggestions to the SI Treasurer relevant to financial matters of Servas International. Number of members of the Committee is 5 persons. The Committee has the power to identify and consult with resource persons wishing to help in its mandate.

Committee members ideally represent a cross section of large and small Servas countries, and have strong representation from Treasurers of member countries.

SI Conflict Resolution Committee

Date: May 2011

Name (or Members):

Julie Dotsch, (convenor), Canada (Female)

Luigi Uslenghi, Italy (Male)

Daryl Chinn, USA (Male)

Responsibilities:

June 2006 TERMS OF REFERENCE:

Term of Office: The length of time between Servas International Conferences (e.g. 3 years)

Members: There are three committee members who are Servas members. They are elected by the General Assembly.

Purpose: The committee will hear complaints and try to resolve these conflicts using agreed upon procedures (see below). The aim is to resolve conflicts in a timely, peaceful and confidential manner. The group will also offer confidential advice on handling conflicts, in case the complainant does not feel ready to file a formal complaint.

Responsibility: The committee will confidentially hear complaints from EXCO, area coordinators, national secretaries and national groups (boards), and international committee members. Individual members (hosts and travelers) will use the processes available in their country. If there is documented proof that this process has been unsuccessful, then the committee will consider intervention.

Authority: The committee will gather information, review Servas International policies and procedures and, after discussion with all parties, it will reach a conclusion for the most peaceful resolution. The conclusions are binding on all Servas members. The committee is directly accountable to the General Assembly. It will inform EXCO of its decisions.

Procedures

Acknowledging Complaint

- Complaint must be in writing – form is available
- Complaint is distributed to all members of the committee
- Reply is sent to the complainant to acknowledge receipt of complaint

Investigation

- Complainant is asked for further information, documentation and what outcome they hope for
- Person/group being complained about is informed of the complaint and is asked to respond to questions and to offer their views

Resolution

- Whenever possible, resolution will be decided by all parties
- The committee will use peaceful means to resolve conflicts

General Comment from convenor: It is important to note that the committee has not truly been given any power to make decisions by the GA. This can be confining and limit the effectiveness and use of the

committee. The main use of the committee has been for informal advice and mediation, in other words advising individuals and groups willing to participate in the mediation process.

Description of Conflict Resolution Committee from 2009 Nominations Committee:

Duties

- To try to resolve conflicts within Servas
- To offer advice to Servas members about conflict
- To offer advice to EXCO about conflicts
- When appropriate, engage conflicting parties in conflict resolution

Limitations

- Many conflicts are able to be resolved at a local or national level or directly between conflicting parties (without the need for committee intervention)
- Conflict resolution is only possible (at present), if both/all sides agree to enter into the resolution process

Authority

- The Conflict Resolution Committee is responsible to the General Assembly

Skills

- Conflict management experience and/or training
- Proven conflict resolution experience in Servas is preferred
- Exceptional listening skills
- Organizational management, e.g. time management, project management, ability to see steps to achieve goals
- Professionalism including confidentiality, conflict of interest awareness, respect...
- Negotiation skills
- Ability to read and write in English simply and clearly (at least one member)
- Ability to work as a team member so each stage and decision is reached collectively
- Access and ability to use e-mail and Word

Time

- At the present rate of requests, about one hour per month, but this becomes more intense when there is a request for a conflict to be resolved
- The number of requests for suggestions on handling conflicts will vary depending on the relationships and the knowledge and trust developed between the committee, EXCO, national secretaries and other Servas members

SI Development Committee

Date: May 2011

Name (or Members):

Mary Jane Mikuriya (convenor), USA (Female)

Aneris Cao, Argentina (Female)

Luisa Corbetta, Italy (Female)

Judith Shotten, Israel (Female)

Nancy Mitchell, USA (Female)

Responsibilities:

The DFC is composed of 5 Servas members elected at the International Conference for a period, which ends at the next International Conference. If one member resigns during the term of office, the DFC will choose a new member*. None of the DFC members is an Exco member (Guatemala Minutes stress that the DFC should be “separate decision makers” from Exco pg 15)

- Option: General Assembly may select a list of back-up candidates for such an eventuality.

Convenor:

The DFC chooses one convenor from among its members.

Funds: The DFC receives funds from SI Exco, Servas National committees or from private Servas members only.

The funds are kept in the Servas International Bank account on a separate line. The SI Treasurer will send the allocated funds for approved projects after receiving a written order from the DFC. A financial statement of accounts for the DFC will be added to the yearly report of the SI treasurer.

Allocation of funds: The DFC allocates funds for projects as part of the development policy decided by the General Assembly. These projects are those that cannot be financed by SI or by Servas national committees. Based on the development policy, The DFC may decide to fund a project in whole, partially or reject it altogether.

The money can be sent totally or partly in advance or at the end of the event depending on individual circumstances.

A financial and activity-evaluation report from countries that have received DFC funds is to be sent to the DFC within 3 months of the end of the funded project.

Receipts are expected to be kept and can be demanded by the DFC or SI treasurer at any point.

DFC and SI Exco:

The DFC should work closely with the SI Vice-president, as he is the Exco member responsible for development and keep him informed with periodic updates of its work.

Working procedures:

Within DFC:

1. All applications received by the convenor are copied to all members who must study the application and make their recommendation.
The convenor will acknowledge receiving the application to the applicant within one week. If necessary, the convenor will delegate another DFC member (case officer) to seek additional background information and clarification concerning the application.
2. Members vote on the fund decision within a 2- week deadline after the Case Officer closes his/her background check and presents all details, including a recommendation to the DFC.
3. Results of the decision are conveyed to the SI Vice-President, Treasurer and the applicant within one month of receiving the application or soon after the case officer’s report.

The application and decision-making process will be documented and published in the key person area on ServasWeb

4. Members of the DFC share tasks whenever possible, such as: its finances, keeping records and evaluating the activity- reports sent by fund applicants, writing to donor countries, writing reports for the Exco newsletter etc

For Fund Applicants:

The DFC application and evaluation form is available at the Servas website and on request from the DFC. The DFC will consider applications that are not on the 'official' application forms if for some reason these were not available to the applicant.

1. Applications for funds should be sent at least 3 months in advance of the proposed activity to the DFC.
2. The DFC will acknowledge receiving the application and within a month of this date, communicate its decision to the applicant, in most cases.
3. An activity- evaluation and financial report form is sent to the applicant who must fill in and return this form to the DFC not later than 3 months after the end of its project.
4. Applicants who have not sent in the activity/financial report will not be eligible for further DFC grants until they have done so. If they fail to submit the mentioned reports, they must return the allocated funds to the DFC automatically.

Decision-making:

The DFC makes decisions based on a majority vote.

The vote will be initialized by the final recommendation of the Case Officer who sends them to the convenor, who then will distribute the material to all DFC members and set a due date of 2 weeks maximum; the majority of decisions received by the deadline are taken as the final decision.

Donors:

Servas national committees will be strongly encouraged to channel all their excess funds to the DFC, instead of funding projects privately. This will enable a global development policy overview and help the DFC identify and analyze structural weaknesses in Servas administration and development.

Donors can send their funds to the SI treasurer earmarked "for DFC" and are politely asked to inform the DFC in writing of their donation at the same time. The DFC will send donors an acknowledgement/thank-you note while the SI treasurer should send them a receipt.

Report:

The DFC will give a general and financial report for the International Conference at the end of its term in addition to the yearly statement of accounts to the SI treasurer. Periodic bulletins can also be published, informing the Servas international community of development initiatives and the DFC's decisions.

Criteria for Funding:

The DFC 's funding priorities and criteria are determined by the development policy set at the International Conference.

The policy set at the last International Conference is very broad and can be found in detail in document (Bi) but these are the key areas:

1. Recruitment development – more travellers, more hosts, more countries
2. Development of Youth Initiatives/involvement
3. Development of Peace initiatives
4. Assistance in development of national organisations' structures and procedures
5. Help in increasing the exposure of Servas – publicity, contacts etc
6. Strengthening Servas in developing countries

Description of Development Fund Committee from 2009 Nominations Committee:

The Development Fund Committee is responsible for:

- evaluating applications from other Servas committees, officers and individuals,
- establishing criteria for evaluating those applications,
- communicating about the applications and voting for or against them,
- communicating decisions to the applicants,
- communicating decisions to the treasurer and Exco,
- asking for reports and doing a follow up of the money given,
- reminding member countries that DFC depends on their donations,
- writing articles about DFC work,
- having a record of all communications.

The chair has some more tasks as to:

- set the deadline for the vote,
- collect the votes,
- communicate with other committees,
- communicate with the DFC committee members,
- send official letters,

The position requires about 5 hours work per month (sometimes more when the deadline for the vote is close), and skills of: communication, computers and team work

SI Distant Interviewer Team

Date: May 2011

Name (or Members):

Pramod Kumar, SI Vice President is the convenor of the Distant interviewers

Rita Dessauvage, Belgium (Female)

Geoff Maltby, Australia (Male)

Nancy Mitchell, USA (Female)

Responsibilities:

Interview people who are in countries with no Servas presence.

Interview people who are in countries with non-responsive Servas people.

Servas Stamps for Letters of Introduction are free, and controlled by the Vice President. This will go towards promoting Servas and some of these Servas Travellers could be encouraged to establish Servas groups in their respective countries.

SI Dolphin Team

Date: May 2011

Name (or Members):

Mario Burlando (convenor), Italy (Male)

Rita Dessauvage, Belgium (Female)

Responsibilities:

The SI Dolphin Team are responsible for the Dolphin system. They receive comments or questions, and fix the system if there is something that is not working. They work with the ICT Team if there is a technical problem that is not only related to Dolphin.

There are several Dolphin systems in production:

Key Dolphin:

- Information about key people in Servas International and each Servas country
- Processes for requesting host lists
- Ability to define who receives emails addressed to 'country@servas.org'
- it is designed so that each country updates their own information

Host Dolphin:

- Manages host data for countries
- Each country's data is separate, and managed by that country
- There are various options that each country can choose to customize the way they manage their data
- If the country decides to use it, there is a function to allow each host to update their own data

Traveller Dolphin and Money Dolphin have been designed but not built.

See Document "Dolphin philosophy" at

http://www.servas.org/siexco/index.php/SI_Committees#Dolphin_Team

SI Information Communication and Technology (ICT) Team

Date: May 2011

Name (or Members):

Michael Silbert (convenor), Canada (M)

Uwe Federer, Italy (Male)

Rita Dessauvage, Belgium (Female)

Rodolfo Alvarado, Mexico (Male)

Jerome Le Tourneur, Belgium (Male)

Mark Hahn, Canada (Male)

Responsibilities:

From report to 2009 GA:

ICT is responsible for Information and Communications Technology and Systems of Servas International.

ICT main activities are: overview of the Server, engineering of the SI WEB Site and of the Servas International Data systems including Dolphin development.

ICT is also responsible for approving computer and technical equipment purchases of SI.

SI Job Descriptions and Statutes Committee

Date: May 2011

Name (or Members):

Chris Jones (convenor), Canada (Male)

Noreen Mirza, Pakistan (Female)

Responsibilities:

From 2003:

The Job Descriptions and Statutes Committee was instituted by the Servas International General Assembly in Thailand in 2001 as a working committee to help the General Assembly and ExCo to analyze and clarify the tasks performed by ExCo and its officers.

As the name implies, the General Assembly wants to have clear and detailed descriptions of the jobs of ExCo, Area Coordinators, Committees and Servas Officers, which may be incorporated in or added to the Servas International Statutes.

These descriptions will also be useful for potential candidates for positions as SI officers, enabling them to understand what would be expected of them during a term of office.

Targeted areas to explore and define are the following:

- Role – the role played by ExCo as a whole and by each of its members
- Responsibilities – jobs to perform, tasks to accomplish and outcomes to achieve; objectives proposed and results expected
- Rapport – the network of relationships involved

The procedure adopted for carrying out the committee's task will be first to gather the ideas and contributions of the committee members in order to formulate draft descriptions for the various offices. These will then be submitted to current and former officers, to area coordinators and to national secretaries in order to seek their input – comments and criticism, suggestions for further development, modification and refinement. Finally concrete proposals for changes in the Statutes or the Servas handbook will be drawn up and finalized for submission to the next General Assembly.

Description of Job Descriptions and Statutes Committee from 2009 Nominations Committee:

- Once the General Assembly is finished, Job Descriptions Committee goes over the minutes of the G.A. and extracts all motions that require a change in the Statutes and Job Descriptions.
- The committee has to compose the appropriate wording to accurately reflect the decisions of the G.A. and write them into the new Statutes and deliver them to ExCo.
- In case of a conflict/ ambiguity on any Jobs of SI, the Committee is responsible to give the final decision

SI Membership Committee

Date: May 2011

Name (or Members):

Rita Dessauvage (convenor), Belgium (Female)

Harald Seiffert, Germany (Male)

Cintia Amor, Argentina (Female)

Responsibilities:

From Statutes:

II Membership

1) Any national Servas group containing ten or more personally confirmed hosts (including day-hosts) and three defined contact persons, may become, or be reinstated as, a member group of Servas International by a majority vote of the General Assembly. A group may be proposed for membership by

- a) direct application by the group; or
- b) recommendation from a Servas International Area Coordinator; or
- c) invitation from the General Assembly.

2) The obligations of a member group to Servas International consist of, and are limited to, paying fees, doing annual host list updates, submitting annual reports, and of following the regulations and procedures as decided by the General Assembly according to Section IV, 3f of the statutes.

3) A member group may lose its membership of Servas International by majority vote of the General Assembly if

- a) it has been without a functioning national secretary for two consecutive years; or
- b) it has fewer hosts than in subsection 1) above for two consecutive years; or
- c) it does not fulfil its obligations for two consecutive years.

From report to 2009 GA:

The "Membership Revision Group" was appointed by Exco to look into the membership status of the Servas groups before the GA as required by the statutes.

The Statutes of Servas International provide the basis for evaluating membership.

In addition, relevant information can be gained from membership-related materials, such as the Key List, the Host List Storage Area as well as Key Dolphin and Host Dolphin, Annual Reports, Stamp Fee Reports, AC Reports, direct contacts with country or area representatives etc.

Permanent Membership Committee looks into issues such as:

- no functioning National Secretary and/or Servas team, inability of the group to find a successor to a NS who has stepped down
- drastic decrease in number of hosts in a Servas group
- more than one Servas group in one country
- lack of interaction with General Secretary/Host List Coordinator/Treasurer
- non-compliance with membership requirements as per the Statutes, etc.

SI Newsletter Editor (and Team)

Date: May 2011

Name (or Members):

Almery Tessarolo (Newsletter Editor) , Argentina (Female)

Michael Johnson, Canada (Male)

Kai-Uwe Dosch, Germany (Female)

Terry Stone, Greece (Female)

Responsibilities:

From Jane Giffould document prepared for 2009 GA:

The job of SI News Editor divides into 2 parts:

- a) Editor of the once yearly, hard copy SI News
- b) Editor of the monthly Servas Monthly News which goes on the Servas website.

These two are interlinked by sharing articles.

The Editor should have/needs:

- English, French or Spanish as a first language with some knowledge of the other two languages. The first language should be of a high level of competence.
- Preferably some editorial experience so as to be able to summarize items when necessary and to be able to lay out to an acceptable standard
- Reasonable writing skills such as for doing the occasional article and the editorial.
- Ability to keep in the background as this newsletter is written by the contributors and not the editor.
- To be IT literate at least with word processing but preferably with rather wider skills to include spreadsheets and use of a range of programs such as graphics.
- Internet access and broadband. Broadband essential for some of the items that come and for sending. Most of the work is done via the internet. 24/7 access is preferable.
- Be capable of leading the two teams of translators and keeping them on time and on task including chasing up all those who lag behind or provide work of a poor standard
- Be capable of keeping to very rigid time limits to ensure SI News is despatched by March at the latest.
- Ample time to be able to cover the work involved, up to 4 days a month for Servas Monthly News and blocks of time for 6 months for SI News. (Trying to do it alongside a full time job is nearly impossible, although I have done it for a short while)
- Capability to take on the reins of the job as it is and develop it further, bringing all parts more up to date, especially the monthly website files.

The term of office for the SI Newsletter Editor ends no later than three months after a General Assembly.

SI Nominations Committee

Date: May 2011

Name (or Members):

Ann Greenough (convenor), Britain (Female)

Sylvia Krogh, Canada (Female)

Anna Flammini, Italy (Female)

Responsibilities:

From 2004:

The Nomination Committee (chosen at July 2001 SI conference) duties include:

- receiving nominations for international Servas positions
- confirming that the nominator and the nominee are both valid Servas members
- communicating with Exco and other members about who is currently up for nomination
- when needed seek recruits for positions via SI and Exco News, etc.
- confirm with all committee members that our nomination information is correct and no candidate was forgotten
- set up a procedure for the nomination and election of officers for Exco, international committees, SI newsletter editor, etc. for 2004, and inform countries of the procedure and process well in advance
- set deadlines for nominations

Description of Nominations Committee from 2009 Nominations Committee:

- Starts the Nominations process for the new EXCO and SI Committees, once the venue and date of the General Assembly is announced.
- Collects all the Nominations for each position
- Presents the Nominations to General Assembly during the meeting.

Skills:

- Ability to read and write in English simply and clearly
 - Ability to work as a team member
 - Access and ability to use e-mail and Word
-

SI UN Observers

Date: May 2011

Name (or Members):

Hilda & Catherine Burer (Geneva), Switzerland (Female)

Angelika Hoffman (Vienna), Austria (female)

Elke Schlitz (Vienna), Austria (Female)

Jaime Alberto Romero (NYC), Colombia (Male)

Noema Chaplin (NYC), USA (Female)

Rolande Hodel (NYC), USA (Female)

Responsibilities:

The UN Observers are part of the SI Peace Secretary's team.
