



**Draft**

# Servas International Job Descriptions

*The Job Descriptions are to be updated according to decisions made at the SICOGA 2018.*

## **Draft currently being updated for SICOGA 2018**

It is expected the document will be restructured to better reflect the structure of Exco, other officers, committees and team after the SICOGA 2018. The updated version will be the guide for the people in positions to carry out their role and live up to their responsibilities.

## *Table of Contents*

SI Executive Committee (SI Exco) .....	3
SI President - elected.....	5
SI Vice President - elected .....	7
SI General Secretary - elected .....	9
SI Treasurer- elected .....	11
SI Peace Secretary - elected .....	13
<i>Job Description for National Peace Secretaries</i> .....	14
SI Host List CoordinatorSI Membership And Technology Secretary – elected [new title of position proposed 2018] .....	16
SI Individual Officers (alphabetical).....	19
SI Archivist – <del>elected</del> appointed .....	19
SI Distant Vote Administrator - elected.....	20
SI Help Desk – appointed by SI Exco.....	22
SI Committees, teams and groups (alphabetical).....	23
SI Committees .....	23
SI Committee Convenors.....	23
SI Teams .....	23
SI Groups .....	23
SI Audit Committee - elected .....	24
<del>SI Budget Committee – appointed by SI Exco</del> .....	26
<del>SI Conflict Resolution Committee – elected</del> Team - appointed .....	27
SI Development Committee - elected .....	29
SI Distant Interviewer Team – appointed by SI Exco .....	31
SI Dolphin Team – appointed by SI Exco .....	32
SI Information and Communication Team (ICT) – appointed by SI Exco .....	33
<del>SI Job Descriptions and Statutes Committee – elected</del> .....	34
SI Membership Committee Team– appointed by SI Exco .....	35
<del>SI Newsletter Editor – elected (and</del> Communication Team – appointed by SI Exco).....	36
<del>SI Nominations Committee – elected</del> Team - appointed by SI Exco .....	37
SI UN Observers – appointed by SI Exco.....	38
SI Youth Leadership Committee - elected .....	40

## General Job Description Statement

### General qualities wanted in a volunteer:

- love of Servas and motivation to help
- strong communications skills (including computer skills) and patience
- willingness to give time, and to learn
- ability to work in a team and cooperate
- willingness to build friendship with people around the world disregarding race, religion, sexual orientation, political views, economic or social position
- good English language skills because at present the working language of Servas International is English

### List of Elected SI Positions

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

*[If motions at SICOGA 2018 are passed this list will change]. Draft:*

### List of Elected SI Positions

1. SI President
2. SI Vice President
3. SI General Secretary
4. SI Treasurer
5. SI Peace Secretary
6. SI Membership And Technology Secretary
7. SI Distant Vote Administrator (1)
8. SI Audit Committee (?)
9. SI Development Committee (?)
10. SI Youth Committee (?)

Roles that are not mentioned as “elected” here are appointed by SI Exco.

## ***SI Executive Committee (SI Exco)***

**Date:** September 2018

*To be read in conjunction with individual detailed job descriptions of each member below.*

### **Members:**

President

Vice President

General Secretary

Treasurer

Peace Secretary

Host List Coordinator [to be changed to Membership And Technology Secretary (motion EXC-021)]

### **Responsibilities and Qualifications:**

Each SI Exco member, when possible, should appoint a young member as an assistant.

### SI Statutes:

- a. 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.
- b. The Executive Committee shall appoint those Servas officers who have not been elected by the General Assembly.
- c. 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.
- d. Within financial limits, the Executive Committee shall meet as often as deemed necessary by the Executive Committee.
- e. 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.

### Term of office

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

### Financial Operating Procedures:

See Financial Operating Procedures (FOP) page 4 – Financial Duties > Executive Committee.

### **Guidance for those considering nominations for SI Exco Roles**

Skills, experience and qualities required for SI Exco roles:

- *Team work* – While each member has specific responsibilities, SI Exco as a group makes all decisions related to the day-to-day running of Servas International between General Assemblies. It is crucial that each SI Exco member has the ability to work in a team and to learn about and contribute to all issues that arise. As a result the team aspect of an SI Exco position is usually greater than the individual responsibilities.
  - *Availability* – An SI Exco position is an on-going responsibility and takes a lot of time. It is essential to regularly access communication by email and be available to take part in email decision-making, sometimes at short notice. Attendance at monthly online meetings (Skype), lasting a minimum of two hours, is required. There is also an annual commitment to be part of an SI Exco face to face meeting held over several days. Generally SI Exco members need to have time in their life to commit to Servas. While this may sound extreme, it is the current reality. Since SI Exco cannot rely on finding other volunteers to do tasks, ultimately SI Exco is responsible for everything mandated by the GA and all issues that may arise.
  - *Openness and Trust* – Each SI Exco member must work with every other SI Exco member to run Servas International. This requires openness and a willingness to make known at any early stage when they are unable to manage their tasks or contribute to group decision-making. The remaining SI Exco members will handle responsibilities for the member who is unavailable if this becomes necessary. If an SI Exco member reaches a point where they can no longer carry out their role this also needs to be discussed with the other members of the committee. In the event of SI Exco members becoming aware that one member is not managing to contribute as necessary then this situation needs to be openly addressed.
  - *Personal Responsibility* – An SI Exco member is a volunteer. If an SI Exco member realises they cannot fulfil their specific role or take part in SI Exco decision-making (either for a short time or permanently), it is very important that they take personal responsibility for this. They should take steps to resolve the problem, working with the other SI Exco members as needed. This could be by taking a leave of absence or resigning, by enlisting help, or by rearranging their personal commitments to allow more time for their Servas responsibilities.
  - *Language and communication skills* – As English is the working language of Servas International it is important that SI Exco members are fluent in written and spoken English so that they can efficiently communicate with each other as well as with national groups and other SI officers.
  - *Diversity and complexity* – Given the growing diversity and complexity of tasks undertaken by SI Exco, all members need an ability to set priorities, manage multiple tasks and work to deadlines.
  - *IT skills* – A good working knowledge of IT is required by all SI Exco members together with a willingness to learn new IT skills when required. The frequent use of emails, Skype and Dropbox are at the centre of communication within SI Exco, making use of Microsoft Word, Excel and other programmes. Without reliable access to the internet it would be difficult to maintain good communication with other members of the committee and others within the Servas network.
-

## ***SI President - elected***

**Date:** September 2018

**The focus of the role is** to lead the Executive Committee and oversee the general operation of Servas International.

### SI Statutes:

The President shall:

#### *2015-2018*

- 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.

In the case of tasks carried out by an assistant or assistants being elected by the General Assembly or appointed by the Executive Committee, the President nevertheless carries the final responsibility for the duties of President.

### Distant Vote Regulations:

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

### Support Network for the SI President:

SICOGA organising team – appointed

#### *Proposed 2018 EXC-021*

- 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. be responsible for the organisation of the International Conference/General Assembly;
- f. be responsible for the agenda of the Executive Committee and the agenda of the General Assembly; and
- g. perform any other functions directed by the General Assembly.

To include:

- SICOGA Registration coordinator
- SICOGA Finance coordinator (jointly with SI treasurer)
- SICOGA Programme coordinator

- GA Agenda Working Group

Membership team – appointed

Refer to the detailed job description below.

Nominations team – appointed  
[changed from elected to ensure members have appropriate skills]

Responsibilities of the team include:

- Managing the nominations process for elections for elected SI roles at each SI General Assembly.
- Assisting SI Exco to identify those suitably qualified and experienced to take on appointed SI roles.
- Reviewing the job descriptions for SI roles to make recommendations for changes and to identify where these would require a change in the statutes.  
[previously the responsibility of the Job Descriptions and Statutes Committee]

Consultants to SI Exco - appointed

One or more consultants to focus on:

- An analysis of SI annual status reports
- Feedback to the president
- Advice on strategic and financial planning as required.

## ***SI Vice President - elected***

**Date:** September 2018

**The focus of the role is** to promote the development of Servas at all levels of the organisation. This includes encouraging collaboration between national groups and those working for Servas International to strengthen and develop Servas membership across all regions.

### SI Statutes:

The Vice President shall:

#### *2015-2018*

- 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.

#### *Proposed 2018 EXC-021*

- a. Perform the functions of the President in the absence or incapacity of the President.
- b. Work with the development committee and youth leadership committee together with national groups to strengthen and develop Servas at a local, regional and international level
- c. Perform such other functions as shall be delegated by the President or General Assembly.

In the case of tasks carried out by an assistant or assistants being elected by the General Assembly or appointed by the Executive Committee, the Vice President nevertheless carries the final responsibility for the duties of Vice President.

### Support Network for the SI Vice President:

#### **SI Development Committee – 5 elected members**

**The committee's focus is** to promote and support development across all the Servas regions. It is also responsible for the management of the SI development fund.

Decision making about the use of resources in the fund is independent of the SI Executive Committee.

Other responsibilities of the committee include:

- a) Monitoring areas where Servas needs to be strengthened.
- b) Providing assistance to national groups to develop their groups.
- c) Promoting Servas through publicity and connexions with other organisations.
- d) Helping new national groups to become established.
- e) Working with the youth leadership committee to support youth initiatives and the involvement of young people in Servas activities.
- f) Encouraging peace activities.

#### **SI Youth Leadership Committee – 5 elected members**

**The committee's focus is** to promote the involvement of young people in Servas at all levels.

The membership of the committee is open to all ages,

Responsibilities of the team include:

- Coordinating Servas Youth programmes including but not limited to the Servas Youth Language Experience (SYLE)
- Working with one or more national groups to

not only young people, and should be representative of at least 3 Servas regions.

organise international youth meetings

- Supporting a network of country youth contacts
- Working with country youth contacts to organise local and regional youth events
- Promoting activities for families with young people and children under 18 where appropriate with young people over 18.
- Acting as a focal point for youth projects, ideas and events.
- Work with the Development Committee to support wider development initiatives through youth activities.
- Managing the available SI youth budget and plan for the fair distribution of resources across regions.

Refer to SPA-ITA-001 Change of SI Youth Committee Structure and Leadership.

This motion proposes an alternative structure for the Youth Leadership Committee where there would be 4 elected members, 2 to coordinate family activities and 2 to coordinate activities for young people over 18. Two appointed youth and family teams of volunteers would support the work of the committee.

**Making Connections project group - appointed**

A group responsible for the management and development of the Making Connections project

Tasks to include:

- Gathering information and maintaining an up-to-date list of longer-stay and in-depth opportunities offered by those countries who have opted to be part of the project.
- Circulating the list of opportunities around national group for distribution to individual Servas members.
- Posting of Making Connections information in the members' area of the SI website once this is available.
- Promoting the development of the project to those counties not yet involved.

**Innovation project group – appointed**

**Other project groups** – To be set up to promote developmental activities as required

Such groups to have an appointed lead with other members

being recruited who have the relevant skills for tasks to be undertaken by the group.



## ***SI General Secretary - elected***

**Date:** September 2018

**The focus of the role is** communication and process management.

### SI Statutes:

The General Secretary shall:

#### *2015-2018*

- a. handle the correspondence of Servas International;
- b. collect information from national groups;
- c. send communications to national groups and maintain their contact information;
- 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.

#### *Proposed 2018 EXC-021*

- a. Handle the correspondence and information sharing of Servas International.
- b. Collect information from national groups.
- c. Send communications to national groups and maintain their contact information.
- d. Maintain SI records, including statutes and procedures.
- e. Ensure the updating of SI documentation following any changes to the statutes made at a General Assembly or via a distant vote. Also keep the statutes under review and recommend any required amendments to the General Assembly.
- f. Manage Distant Votes between General Assemblies.
- g. Be responsible for recording minutes of meetings and conferences. This includes the minutes of the General Assembly at the end of the term of office and Distant Vote decisions.
- h. Represent the interests of their assistants, national secretaries and main contacts in the Executive Committee. In the case of 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.

In the case of tasks carried out by 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.

### Distant Vote Regulations:

The General Secretary shall be responsible for:

1. 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;
2. 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;
3. 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;
4. assembling the supporting information to be sent with the voting material;

5. sending advice of the results of the Distant Vote to member groups within one month of receiving them from the Distant Vote Administrator.

Additional responsibilities:

- Ensure that each SI Officer and Committee member has a copy of the most recent Financial Operating Procedures (FOP), and is told that they must learn and follow them.

Support Network for the SI General Secretary:

Assistant to GS – appointed

To support the work of the SI General Secretary as required.

Tasks to include:

1. Annual report analysis and preparation
2. Minute taking
3. Updating of the SI handbook
4. Support maintenance of SI records, statutes and procedures

Archivist – appointed

Refer to the detailed job description below.

Spanish Translation Coordinator – appointed

Responsibilities include:

1. Organising a Spanish translation service for Servas International.
2. Allocating translation tasks as required by SI Exco and others in SI roles.
3. Supporting those designated as translators for Servas International.
4. Providing a Spanish translation at the SI General Assembly as required.

Communication Team - appointed

To include:

1. Editors of SI News bulletins
2. SI Website content management team
3. Image and Design support group

Distant Vote Administrator - elected

Responsibilities are described in the Distant Vote Regulation.

Refer to the detailed job description below.

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## ***SI Treasurer- elected***

**Date:** September 2018

**The focus of the role is** on the overall financial operation of Servas International. This includes management of SI funds, budget management, accounting and financial record keeping and reporting.

People nominated for the position of Servas International Treasurer must have financial management or accounting experience. If the Servas International Treasurer him/herself or SI Exco believe that the Treasurer cannot meet his/her commitments, a member of the Audit Committee will take over the role and step down from the Audit Committee for that year. If at any time there is no qualified Servas International Treasurer, then SI Exco may hire and pay a temporary accountant.

### SI Statutes:

The Treasurer shall:

<i>2015-2018</i>	<i>Proposed 2018 EXC-021</i>
<ul style="list-style-type: none"><li>a. keep the financial accounts and records of Servas International and arrange for auditing;</li><li>b. send out invoices and collect money owing to Servas International;</li><li>c. submit an annual financial report to the Executive Committee; and</li><li>d. collect financial information from member groups.</li></ul>	<ul style="list-style-type: none"><li>a. Manage SI funds.</li><li>b. Guide SI Exco on financial matters.</li><li>c. Be in charge of SI budget management.</li><li>d. Guide SI Exco in planning expenditure and realizing revenues.</li><li>e. Manage the financial accounting and record keeping function for Servas International.</li><li>f. Manage financial audits.</li><li>g. Prepare financial reports for presenting to members and the General Assembly.</li></ul>

### Financial Operating Procedures:

The duties and responsibilities of the SI treasurer are to be set out in detail in the Servas International Financial Operating Procedures (FOP). Section B.  
See page 5 – SPECIAL Duties of the SI Treasurer.

In the case of tasks carried out by 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.

### Support Network for SI Treasurer

Treasury Support Team - appointed

The team will provide support for all aspects of the SI treasurer's work.

The treasurer will be the convener of the team. Those appointed must have financial expertise.

Membership of the team may vary over time, but the expected composition of this team is the Treasurer and two additional members.

Details about roles and responsibilities are to be set out in the Financial Operating Procedures (FOP).

See section B

*The Internal Audit Committee is not, strictly speaking,*

\*

Internal Audit Committee - three elected members

*part of the support network for the Treasurer. It operates independently. Refer to the detailed job description below.*

*Proposed 2018 EXC-021 (to be included in the statutes if motion is passed)*

Paid external bookkeeper

To be included in the statutes:

A paid external bookkeeper, contracted by SI Exco on the recommendation of the treasurer, will support the treasurer by maintaining financial records and preparing the financial statements under the direction of the treasurer.

\* Paid external auditor

To be included in the statutes:

The General Assembly also empowers the SI Exco to appoint a professional external auditor to audit the accounts of Servas International. The reports of the external auditor shall be submitted for adoption by the General Assembly or by Distant Vote.

*\* The external auditor and the Internal Audit Committee provide the assurance function for Servas International. They are not, strictly speaking, part of the support network for the Treasurer. They operate independently in the execution of their duties. They have been listed with the Treasurer since they will normally work closely with them to provide their assurance services.*

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## ***SI Peace Secretary - elected***

**Date:** September 2018

**The focus of the role is** to promote Servas International as a peace organization.

### SI Statutes:

The Peace Secretary shall:

<i>2015-2018</i>	<i>Proposed 2018 EXC-021</i>
<ul style="list-style-type: none"><li>a. promote the peace aspect of Servas International in national groups and internationally;</li><li>b. coordinate the work of national Peace Secretaries;</li><li>c. represent the interests of the UN delegates and national Peace Secretaries in the Executive Committee; and</li><li>d. encourage liaison with other peace organisations, and arrange representation in such organisations when appropriate.</li></ul>	<ul style="list-style-type: none"><li>a. Promote the peace aspect of Servas International in national groups and internationally supported by an interest group (open to all members) which focuses on peace issues.</li><li>b. Support the work of national Peace Secretaries and/or Peace Committees through networking and the exchange of ideas.</li><li>c. Represent the interests of the UN <b>representatives</b> and national peace secretaries in the Executive Committee.</li><li>d. Encourage liaison with other peace organisations in cooperation with local Servas members and promote representation in such organisations when appropriate.</li></ul>

### More specific information about the Peace Secretary role:

1. The Peace Secretary shall promote the peace aspect of Servas International in national groups and internationally; encourage Servas National Groups to develop strategies and action plans for Servas outreach and cooperation with other organizations with similar values and goals, promoting Servas values including tolerance, open mindedness, building friendship, peace, and nonviolence;
2. The Peace Secretary shall coordinate the work of National Peace Secretaries and represent their interests in the Executive Committee; help to disseminate information received from National Peace Secretaries;
3. The Peace Secretary shall recruit volunteers to represent Servas International at the UN, coordinate and support the work of the UN delegates and represent their interests in the Executive Committee; promote Servas International as a peace organization within the UN environment, and help disseminate information about UN activities;

### Support Network for the SI Peace Secretary

United Nations Team – **appointed by SI Exco**

UN representatives led by the UN Coordinator  
Responsibilities to include:

1. Maintaining oversight and supporting the work of the UN representatives.
2. Approving Servas representatives to be official UN Observers.
3. Organising internships for Servas young people at the UN, supported by the Servas community.
4. UN involvement, supported by any members who

are interested in being part of an UN interest group.

National Peace Secretaries Network

Led by Peace Secretaries Coordinator(s)  
Could be language based.

Conflict Resolution team – appointed by SI Exco

Refer to the detailed job description below

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### Job Description for National Peace Secretaries

#### **Background**

Servas International Peace Secretary encourages Servas National Groups to develop strategies and action plans for Servas outreach and cooperation with other organizations with similar values and goals, promoting Servas values including tolerance, open mindedness, building friendship, peace, and nonviolence. The SI Peace Secretary encourages Servas National Groups to nominate National Peace Secretaries and share peace activities with all Servas members. National groups are encouraged to report regularly on peace activities in their country to the SI Peace Secretary who then distributes the information widely to all national groups.

#### **Guidelines for National Peace Secretaries**

Based on input from several National Peace Secretaries and other Servas key persons, please find some suggestions and recommendations hereafter:

- Seek to establish, expand, and maintain a network of Peace contacts. Encourage the establishment of local peace committees wherever possible.
- Provide information for websites about coming events and activities involving Peace.
- Write articles for the national newsletter regarding Peace Activities and pass on information to the Servas International Newsletter. Contribute articles to Servas International News and national Newsletter.
- Provide information about Servas to other organizations, and maintain contact with related organizations. Provide for cooperation and exchange of information with other peace organizations.
- Provide advice and guidance to the National Secretary regarding co-operation with and contributions to other groups. Advise the Board and the Annual Meeting on peace issues.
- Establish and maintain communications with Servas International Peace Secretary and other National Peace Secretaries.
- Work in close collaboration with SI Peace Secretary.
- Publicize International Day of Peace (September 21) to make the members and the public aware of this annual event.
- Support and join with other Peace and Human Rights groups to celebrate and publicize all dates related to Peace and Human Rights in your country.

As a reminder, this is a volunteer position, not a full time job! Each volunteer is expected to do the best he/she can, within these guidelines framework.

#### **Going further**

- Support the UN delegates when there is a UN venue in the country, or when a UN event is held in the country.
  - Encourage liaison with other peace organizations, and arrange representation in such organizations when appropriate. Arrange representation of Servas at peace conferences, where possible and beneficial.
  - Arrange/support with publicity workshops on non-violent conflict resolution and discussion groups or film nights. Developing tools to increase personal awareness of Servas members and Servas as an organization, concerning the issue of Peace and tolerance.
  - Initiating, activating and coordinating projects and actions of Servas individuals, groups and Servas national activities, when the goals of these activities are :
    - a. Promoting and developing personal and social initiative for a peaceful coexistence and mutual respect between people of all religions, ethnicities, nationalities and genders.
    - b. Initiating and opening dialogue and encounters based on the spirit of peace and tolerance between Servas and different ethnic groups.
  - With the goal of having Servas viewed as engaged in peace building, have the Servas logo on jointly sponsored events, (for example, in 2015, the 70th anniversary of the founding of the UN on Oct 24, 2015 that many international/national non governmental organizations are sponsoring.)
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## **~~SI Host List Coordinator~~ SI Membership And Technology Secretary – elected [new title of position proposed 2018]**

<Note! Pending new description to be decided at the SICOGA 2018. Refer to motion EXC-021.  
The new description will reflect the current situation which takes into account the move from printed  
host lists to membership administration on ServasOnline as well as the increased complexity of  
information technology on which the system depends. The new description will replace text marked  
yellow here:>

**Date:** September 2018

**The focus of the role is** to maintain an international overview of membership issues including the recruitment of new members and the technology that supports them.

### SI Statutes:

2015-2018

The Host List Coordinator shall:

- a. manage the standard presentation of traveller (Letter of Introduction) and host (host listing) information
- b. manage the process of host list exchange, based on each country's rules;
- c. monitor the publication dates of host lists and encourage regular updates;
- d. work with the Vice President and Development Committee to help with the host list issues; and
- e. represent the interests of the national Host List Coordinators in the Executive Committee

Proposed 2018 EXC-021

The Membership and Technology Secretary shall:

- a. Promote accuracy and regular updating of members data in ServasOnline and the Dolphin host list storage area.
- b. Be the SI Exco member with overall responsibility for the management of the technology that supports the membership systems.
- c. Be the SI Exco contact person for technology in Servas.
- d. Be the SI Exco member with overall responsibility for the management of ServasOnline.
- e. Be the lead SI Exco member in supporting the work of the ServasOnline team, the Dolphin Team and the ServasOnline Users group.
- f. Work with others involved in the management of ServasOnline to maintain communication with ServasOnline national administrators.
- g. Ensure maintenance of a list of key persons in Dolphin Key or its replacement.
- h. Promote understanding and implementation of ServasOnline.
- i. Work with the ServasOnline team and others to recruit and support a ServasOnline tutor group.

### Support Network for the Membership and Technology Secretary

Assistant to Membership and Technology Secretary – appointed	To support the work of the Membership and Technology Secretary as required. Tasks to include: Monitoring host data reliability.
ServasOnline team - appointed	
ICT (information and Communication) Team – appointed	
Dolphin Team – appointed	To maintain the Dolphin storage until transition to ServasOnline is complete.



	To maintain the SI key persons list or its replacement.
ServasOnline Users Group – appointed	
ServasOnline Tutor Group – appointed	

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## ***SI Area Coordinators - elected by the member groups of their area***

**<Note! The role of area coordinator has been discontinued based on decision by SI Exco 2017. The positions were not filled. Text marked yellow here has been deleted:>**

**Date:** May 2011 draft September 2018

### **Responsibilities and qualifications:**

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 SI Exco. If national groups of the area do not elect an AC, SI 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 SI 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.”
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## ***SI Individual Officers (alphabetical)***

### ***SI Archivist – ~~elected~~ appointed***

*[If motions at SICOGA 2018 are passed this position may change from elected to **appointed**].*

**Date:** September 2018

**The focus of the SI Archivist is to**

1. maintain the SI archives online
2. store and make accessible minutes from SI General Assemblies
3. store and make accessible other documents of historical importance to Servas
4. work with National Groups to coordinate the preservation and maintenance of historical records relating to national and regional activities and interface with Servas International.
5. promote and leading an Archives Project Group.

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.

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## ***SI Distant Vote Administrator - elected***

**Date:** ~~May 2011~~ draft September 2018

**The focus of the role is** to run the GA Distant Vote process as set out in the agreed schedule.

### Distant Vote 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.
  - k. 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).
-

## ***SI Help Desk – appointed by SI Exco***

**Date:**-September 2018

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

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## ***SI Committees, teams and groups (alphabetical)***

Guidance for those considering nominations for SI Exco roles in committees, team and groups  
text here

### ***SI Committees***

The term of office for the members of committees ends no later than three months after a General Assembly. One of the committee members will be the Convenor.

Every committee, when possible, should appoint a young member as an assistant.

### ***SI Committee Convenors***

**Date:** September 2018

#### SI Statutes (VIII Duties and Responsibilities of Officers):

All Servas International Officers must, as a minimum, submit an annual activity and financial report to the President of Servas International or the General Secretary to be forwarded to all National Secretaries.

If any S.I. Officer violates her or his duties or brings Servas International into disrepute as determined by the majority of the member groups, then SI Exco is authorized to replace or otherwise initiate action against such an officer.

Convenors shall

1. be responsible for the teamwork of their respective committees; and
2. implement the decisions of the General Assembly relevant to their field of responsibility.

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

### ***SI Teams***

*[If motions at SICOGA 2018 are passed the structure of Servas International may include "teams"].*

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

Every team, when possible, should appoint a young member as an assistant.

### ***SI Groups***

*[If motions at SICOGA 2018 are passed the structure of Servas International may include "groups"].*

Groups are appointed on an ad hoc basis for specific tasks and projects.

## ***SI Audit Committee - elected***

**Date:** September 2018

**The focus of the committee is** to conduct an internal audit of SI annual financial statements and to verify the annual 'budgets and actuals' report produced by the SI treasurer.

Reports of the Internal Audit Committee will be submitted for adoption either at the SI General Assembly or via the SI distant vote process.

The duties and responsibilities of the internal Audit Committee are to be set out in detail in the Financial Operating Procedures (FOP). See section B.

### SI Statutes:

The auditor shall verify, annually, the accounts of the Treasurer and shall submit a report to the Executive Committee. These reports shall be submitted for adoption to the next General Assembly.

### Financial Operating Procedures:

The duties of the Audit Committee include internal auditing of Servas International expenses, supervision, analysis, interpretation, and advice to SI 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. SI Exco meetings, International Conference, Area Conferences, etc.) as needed
9. Provide SI 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**.

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

### **Guidelines for the Audit Committee:**



1. The Audit Committee will verify the Final Accounts in consonance with the Financial Operating Procedures 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 SI Exco for their comments and subsequent ratification.
  2. 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.
  3. 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.
  4. The Audit Committee's Report will be examined by the Statutory Auditor, and the Audit Committee would need to clarify any of their findings with the Statutory Auditor if necessary.
  5. 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 – appointed by SI Exco***

**Date:** May 2011 draft September

### **Responsibilities and Qualifications:**

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, SI 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.

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## ***SI Conflict Resolution Committee—~~elected~~Team - appointed***

*[If motions at SICOGA 2018 are passed these positions may change from elected to an **appointed team**].*

**Date:** September 2018

**The role of the committee** is to try to resolve conflicts within Servas. The committee offers advice to Servas members about conflict and give advice to SI Exco about conflicts.

When appropriate, the committee can engage parties in dispute in conflict resolution.

The committee also promotes strategies for conflict resolution within Servas.

### **The authority of the Conflict Resolution Committee:**

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 SI Exco of its decisions.

### **Procedures:**

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 committee will also offer confidential advice on handling conflicts, in case the complainant does not feel ready to file a formal complaint.

The committee will confidentially hear complaints from SI Exco, 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.

### Acknowledging Complaint

- Complaint must be from a party directly affected; complaints will not be accepted on behalf of other parties or countries
- Complaint must be in writing (a 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

### **Skills and experience required:**

- It is essential that members should be able to demonstrate appropriate conflict resolution experience.
- Proven conflict resolution experience in Servas is desirable.

- Exceptional listening skills
  - Organisational management, e.g. time management, project management, ability to see steps to achieve goals.
  - Professionalism including confidentiality, conflict of interest awareness, respectful interaction with those in conflict, neutrality.
  - Negotiation and arbitration skills as well as mediation skills.
  - Ability to read and write simply and clearly in English or Spanish.
  - Ability to work as a team member so each stage of intervention with those in conflict is reached by collective agreement.
  - Reliable access to the internet and ability to use e-mail and Word.
-

## ***SI Development Committee - elected***

**Date:** September 2018

### **The focus of the committee is**

- 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 SI Exco,
- asking for reports and doing a follow up of the money given,
- reminding member countries that DC depends on their donations,
- writing articles about DC work,
- having a record of all communications.

The Development Committee (DC) is composed of 5 Servas members. If one member resigns during the term of office, the DC will choose a new member\*. None of the DC members is an SI Exco member.

### Funds:

The DC 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 DC. A financial statement of accounts for the DC will be added to the yearly report of the SI treasurer.

### Allocation of funds:

The DC 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 groups. Based on the development policy, The DC 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 DC funds is to be sent to the DC within 3 months of the end of the funded project.

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

### Development Committee and SI Exco:

The DC should work closely with the SI Vice President and keep him/her informed with periodic updates of its work.

### Working procedures:

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 DC 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 DC.
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.
4. The application and decision-making process will be documented and published in the key person area on ServasWeb.
5. Members of the DC 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 SI Exco newsletter, etc.

#### Information for Fund Applicants:

The DC application and evaluation form is available at the Servas website and on request from the DC. The DC 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 DC.
2. The DC 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 DC 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 DC grants until they have done so. If they fail to submit the mentioned reports, they must return the allocated funds to the DC automatically.

#### Decision-making:

The DC 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 DC 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 DC, instead of funding projects privately. This will enable a global development policy overview and help the DC identify and analyze structural weaknesses in Servas administration and development.

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

#### Report:

The DC 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 DC's decisions.

#### Criteria for Funding:

The DC'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 (B1) 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.
-

## ***SI Distant Interviewer Team – appointed by SI Exco***

**Date:** September 2018

The SI Distant Interviewer Team is responsible for:

- Interview people who are in countries with no Servas presence.
- Interview people who are in countries with non-responsive Servas people.

Stamps for Letters of Introduction for travelers approved through distant interview 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 – appointed by SI Exco***

**Date:** September 2018

The SI Dolphin Team is responsible for the Dolphin systems.

They receive comments or questions, and fix the system if necessary. They work with the ICT Team if there is a technical problem that is not only related to Dolphin.

Key Dolphin:

1. Information about key people in Servas International and each Servas country
2. Processes for requesting host lists
3. Ability to define who receives emails addressed to 'country@servas.org'
4. It is designed so that each country updates their own information
5. It contains a section for uploading host lists compiled in PDF format (Host List Storage Area)

Host Dolphin:

1. Manages host data for countries
2. Each country's data is separate, and managed by that country
3. There are various options that each country can choose to customize the way they manage their data
4. 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.)

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## ***SI Information and Communication Team (ICT) – appointed by SI Exco***

**Date:** September 2018

The SI Information and Communication Team is responsible for Information and Communications Technology and systems of Servas International.

ICT main activities are:

- overview of the server,
  - maintenance of the SI WEB Site
  - maintenance of the Servas International data systems including Dolphin development
  - approval of computer and technical equipment purchases of SI.
-

## ***SI Job Descriptions and Statutes Committee – elected***

*[If motions at SICOGA 2018 are passed the responsibilities of the committee related to the job descriptions will be included in the responsibilities of the **Nominations Committee** (and these positions may change from elected to **appointed**). The text will be adapted.]*

**Date:** September 2018

**The focus of the committee is** to provide clear and detailed descriptions of the jobs of SI Exco, Area Coordinators, Committees, teams 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 define are the following:

1. Role: the role played by SI Exco as a whole and by each of its members
2. Responsibilities: jobs to perform, tasks to accomplish and outcomes to achieve; objectives proposed and results expected
3. Qualifications necessary to fill the role
4. Rapport: the network of relationships involved

Current and former officers and national secretaries are asked to provide comments, criticism, and 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 SI General Assembly.

1. Once the General Assembly is finished, Job Descriptions Committee goes over the minutes and extracts all motions that require a change in the ~~Statutes and~~ Job Descriptions.
  2. ~~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 SI Exco.~~
  3. In case of a conflict/ ambiguity on any jobs of SI, the Committee is responsible to give the final decision.
-

## ***SI Membership Committee Team– appointed by SI Exco***

*[If motions at SICOGA 2018 are passed the committee may be converted to an appointed team. The responsibilities remain the same. The text will be adapted.]*

**Date:** September 2018

### **The focus of the committee is to**

- Gather information about national groups without member.
- Review country status and advise how to be eligible for member country status at the next General Assembly.
- Gather information about member countries whose membership may have dropped below the required 10 members and advise on steps to be taken to maintain member status.
- •Make recommendations to the General Assembly about new national groups being given member country status and about member countries that should no longer have it.

### SI 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.

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

The Membership Team 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 SI Statutes, etc.

## ***~~SI Newsletter Editor – elected (and Communication Team – appointed by SI Exco)~~***

*[If motions at SICOGA 2018 are passed the role may be converted to be part of an appointed team. The responsibilities include those of the previous SI Newsletter Editor as well as SI website content management and the Image and Design support group. The text will be adapted.]*

**Date:** September 2018

The Editor(s) are responsible for the periodical SI News bulletins. The SI News bulletins are written by the contributors and not the editor. The editor should have sufficient writing skills such as for doing the occasional article and the editorial.

The Editor should have/needs:

1. English as a first language or similar fluency.
  2. Editorial experience so as to be able to summarize items when necessary and to be able to lay out to an acceptable standard.
  3. To be IT literate at least with word processing and lay out programs, and preferably also spreadsheets, graphics, etc.
  4. Internet access
  5. To be capable of working with teams of translators and coordinate the production of the bulletins.
  6. Ample time to be able to cover the work involved and keep to very rigid time lines to meet the deadline, up to 4 days a month for **SI News bulletins**.
-

## ***SI Nominations ~~Committee~~ - elected Team - appointed by SI Exco***

*[If motions at SICOGA 2018 are passed the committee may be converted to an appointed team. The responsibilities remain the same. The text will be further adapted.]*

*[If motions at SICOGA 2018 are passed the responsibilities of the Job Descriptions and Statutes Committee will be included in the responsibilities of the **Nominations Team** (and these positions may change from elected to **appointed**).]*

**Date:** September 2018

**The focus of the committee** is maintenance of the description of the Elections procedure and the Nominations procedure. The versions used at previous general assemblies are available on the SI Website. It is updated and posted by the committee before each SIGA.

The Nomination Committee duties include:

1. starting the Nominations process for the new SI Exco and SI Committees, once the venue and date of the General Assembly is announced.
  2. receiving nominations for international Servas positions .
  3. confirming that the nominator and the nominee are both valid Servas members.
  4. communicating with SI Exco and other members about who is currently up for nomination.
  5. when needed, seeking recruits for positions.
  6. confirming with all committee members that our nomination information is correct and no candidate was forgotten.
  7. setting up a procedure for the nomination and election of officers for SI Exco, international committees, SI newsletter editor, etc. for 2004, and inform countries of the procedure and process well in advance. The procedures are based on experience and adapted if required by the previous GA.
  8. setting deadlines for nominations (currently set to immediately prior to the election at the GA).
  9. presenting the nominations to the General Assembly during the GA.
-

## ***SI UN Observers – appointed by SI Exco***

**Date:** September 2018

**The focus of the role is** fabxxxx xxxx. The UN Observers are part of the SI Peace Secretary's team.

### **Background**

Servas International (SI) is described as « *an international, non-governmental, multicultural peace association run by volunteers in over 100 countries. Founded in 1949 by Bob Luitweiler as a peace movement, Servas International is a non-profit organization working to build understanding, tolerance and world peace*»; it was granted consultative status at the UN Economic and Social Council (ECOSOC) in 1973.

### **What is ECOSOC?**

From the beginning, the ECOSOC has been the main entry point into the UN system for non-governmental organizations (NGOs). ECOSOC remains the only main UN body with a formal framework for NGO participation. In 1946, 41 NGOs were granted consultative status by the council; by 1992 more than 700 NGOs had attained consultative status and the number has been steadily increasing ever since to more than 3,400 organizations today. NGOs may contribute to a number of activities, including information dissemination, awareness raising, development education, policy advocacy, joint operational projects, participation in intergovernmental processes and in the contribution of services and technical expertise. NGOs have a mandate to disseminate UN information.

### **What does it mean to have consultative status at ECOSOC?**

An NGO with consultative status like Servas can:

- *Attend international conferences and events*
- *Make written, oral or video statements at these events*
- *Organize side events*
- *Enter United Nations premises*
- *Have opportunities to network and lobby.*

As an NGO with consultative status, we may have up to 5 representatives with annual passes in each of 3 UN venues: NYC, Geneva (Human Rights Council) and Vienna. Our president also can obtain an annual pass, valid until 31 December of each year. One of these representatives is main representative and can obtain short-term passes for Servas members wishing to visit UN premises or attend sessions.

### **Guidelines for UN observers/representatives**

Responsibilities of SI UN Observers include:

1. Receive information on the UN and recommended readings;
2. Attend sessions/events regularly, according to possibilities;
3. Be familiar with human rights, UN structure and goals;
4. Obtain all useful documentation and information of sessions/events in advance so as to be aware of time and deliberations of the sessions interesting for Servas members and disseminate that info to the Servas community. (Observers are also encouraged to recommend sources of UN info which may be useful to others);
5. Work in close collaboration with SI Peace Secretary;

6. After attending UN sessions and events, communicate reports about actions or provide summaries in writing to SI Peace Secretary, who will then share them with SI Exco, and the Servas Community (e.g. in SI News bulletin, on websites, facebook, etc.);
7. Be a mentor / contact person for any SI officer wishing to attend UN;
8. Have knowledge and access to modern technology – Email account, cell phone, Skype, etc;
9. Speak English (strongly recommended); other languages used at the UN welcomed.
10. Establish contacts with other NGOs within the UN context;
11. Promote Servas as a peace organization within the UN environment, and in communications with Servas and local communities;

**Going further**

12. Contribute to the work of UN bodies;
  13. Join oral or written statements of NGOs and/or prepare (together with SI President and SI Peace Secretary) written and/or oral statements;
  14. Organize/help to organize parallel events on issues of concern for our advocacy work.
-

## ***SI Youth Leadership Committee - elected***

*[Refer to motion SPA-ITA-001. If motions at SICOGA 2018 are passed the structure of the committee will change and in addition to elected members some members will be appointed. ]*

**Date:** September 2018

**The focus of the** SI Youth Leadership Committee is to promote the involvement of young people in Servas at all levels.

It is preferable that the members be from at least 3 different continents.

1. Coordinate Servas Youth Programmes including but not limited to the Servas Language Experience (SYLE)
2. Coordinate Youth Conferences
3. Coordinate with country youth contacts
4. Work with local youth contacts to organize regional youth events
5. Act as a central point for youth projects, ideas and events
6. Where possible work with the Development Committee to advance the goals of S.I.
7. Prepare an annual budget for all of the above activities

Skills that will be an asset:

1. Ability to work co-operatively in a supportive manner
  2. Strong communication skills including the ability to write and edit reports
  3. Knowledge of how Servas operates internationally and locally
  4. Ability to find ways to reach out and engage fellow youth members and be resourceful
  5. Ability to prepare and work within a budget for projects and meetings
-