

EXC-021 Appendix 1: SI Exco and its support networks

Introduction:

The key function of the SI Executive Committee in its three year term is to carry out decisions made at the General Assembly. Over the years a number of SI committees and teams have been set up to assist SI Exco in both this task and the day to day running of Servas. However the purpose and focus of some of these committees has become unclear.

Following the review of the SI committee and officer structure carried out by Exco since 2015, some changes were put in place where an amendment to the SI statutes was not required:

- The status of SI roles: those SI Committees with elected members continue to be known as committees, previously appointed SI committees are to be known as SI teams and SI groups are appointed for specific tasks and projects.
- The Area Coordinator role: after falling into disuse in recent years this role was discontinued in 2016 when those in post came to the end of their terms of office.
- A paid administrator role: a 2017 GA Distant Vote gave the go-ahead for a paid administrator role which is not yet operational. See motion EXC- 022.

In recent years the workload of SI Exco has grown and become more complex. Unfortunately there is often a significant dropout rate for those who come forward at the GA to fill SI roles, including those elected as committee members. This has created added pressures and hindered SI Exco's capacity to carry out GA decisions.

To widen the search for potential SI volunteers SI Exco needs to look beyond who is at the GA to find those who can offer specific skills and experience to meet the ever increasing demands of the organisation.

The following framework provides a network of support for each Exco member to carry out their duties and responsibilities. It includes assistants, elected committees and appointed teams together with ad hoc groups for specific tasks and projects. Once the proposed changes are in place further work will be needed by the next SI Exco and Nominations Team to update individual job descriptions for each of the SI committees, teams and groups.

These changes include:

- A new SI Exco role to replace the role of SI Host List Coordinator: this extended role takes into account the move from printed host lists to membership on ServasOnline as well as the increased complexity of information technology on which the system depends. See Appendix 2.
- New responsibilities for the Nominations Team: to update and develop job descriptions and to support SI Exco in identifying those with the necessary skills and experience.
- Revised skills and experience required for the role of SI General Secretary.
- Changing from elected committees to appointed teams: the Nominations Committee and Conflict Resolution Committee will become the Nominations and Conflict Resolution teams to ensure members have the appropriate skills.

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- Membership team -appointed
- Nominations team – appointed

SI VICE PRESIDENT: elected

Support Network for SI Vice President

- SI Development Committee- 5 elected members
- SI Youth Leadership Committee – 5 elected members
- Making Connections project group - appointed
- Innovation project group – appointed
- Other project groups

SI GENERAL SECRETARY: elected

Support Network for SI General Secretary

- Assistant to GS – appointed.
- Archivist –appointed
- Spanish Translation Coordinator – appointed
- Communication Team: appointed

To include:

- Editors of SI News bulletins
- SI Website content management team
- Image and Design support group
- Distant Vote Administrator- one elected post
- SI Paid Administrator – if operational

SI TREASURER: elected

Support Network for SI Treasurer

- Treasury Support Team: appointed
- Paid external bookkeeper - contracted
- Paid external auditor –contracted
- Internal Audit Committee – 3 elected members

SI PEACE SECRETARY: elected

Support Network for SI Peace Secretary

- United Nations Team led by UN co-ordinator – appointed
- UN representatives –appointed
- Coordinator leading national peace secretaries network –appointed
- Conflict Resolution team - appointed

SI MEMBERSHIP AND TECHNOLOGY SECRETARY –elected

Support Network for SI Membership and Technology Secretary

- Assistant to Membership and Technology Secretary –appointed
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- ServasOnline Team –appointed
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SECTION A: JOB DESCRIPTIONS FOR SERVAS INTERNATIONAL POSTS

Including sections to be included in the SI statutes

To be included in the statutes:

SERVAS INTERNATIONAL STATUTES (2012)

III Officers

Servas International Officers are individuals who are elected or appointed as the members of the Executive Committee and other SI committees and teams. Servas International shall have at least 6 and no more than 25 officers.

Six of these officers shall be elected by the General Assembly: President, Vice President, General Secretary, Treasurer, Peace Secretary and Membership and Technology secretary

These officers constitute the Executive Committee.

Each of the remaining officers may be elected or appointed by the General Assembly, or appointed by the Executive Committee, as determined by the General Assembly.

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

[To be deleted from the statutes: Host List Coordinator].

[To be deleted from the statutes: The Servas International News Editor, and a Youth Leadership Committee of three to five individuals from at least three different continents shall also be elected by the General Assembly].

V Executive Committee

The six members of the Servas International Executive Committee are designated as President, Vice President, General Secretary, Treasurer, Peace Secretary and Membership and Technology secretary.

[Host List Coordinator is replaced by the new role of Membership and Technology Secretary.]

Responsibilities of the Servas International Executive Committee (to be known as SI Exco):

- 1) SI Exco 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.
- 2) Expenditure by SI Exco is limited to the budget approved by the General Assembly.
- 3) Following the adoption of a three year plan of expenditure by the General Assembly SI Exco will prepare a detailed three year budget for this plan.
- 4) Full details of SI Exco's financial duties are to be set out in the Financial Operating Procedures.
- 5) SI Exco shall appoint those Servas International officers who have not been elected by the General Assembly.
- 6) If the post of any Servas International 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.
- 7) Within financial limits, SI Exco shall meet as often as it deems necessary.
- 8) SI Exco is empowered to make decisions either a) by a majority vote at a meeting of the Executive Committee or b) by a majority vote by correspondence, provided that all members of the Executive Committee are given the opportunity to participate in the decisions.
- 9) The term of office for each member of SI Exco will end no later than three months after a General Assembly.

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. These are to be forwarded to all National Secretaries.

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

SI EXCO JOB DESCRIPTIONS

To be included in the statutes

SI PRESIDENT : elected

1)The President:

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

The President shall:

- a) Preside over all meetings of Servas International or of the Executive Committee, or delegate this function to a suitable chairperson.
- b) Represent Servas on other international bodies or delegate this function to other suitable persons.
- c) Keep broadly informed about the work of Servas International officers.
- d) Be responsible for the organisation of the Servas International Conference and General Assembly.
- e) Be responsible for the agenda of the Executive Committee and the agenda of the General Assembly.
- f) Perform any other functions directed by the General Assembly.

[to be deleted from the statutes: [e) represent the interests of Servas International News Editor and Servas Archivist in the Executive Committee;]

Not to be included in the statutes:

Support Network for SI President

SICOGA organising team – appointed

To include:

- SICOGA Registration coordinator
- SICOGA Finance coordinator (Jointly with SI treasurer)
- SICOGA Programme coordinator
- GA Agenda Working Group

Membership team -appointed

Responsibilities of the team include:

- Gathering information about national groups without member country status and advising how to be eligible for member country status at the next General Assembly.
- Gathering information about member countries whose membership may have dropped below the required 10 members and advising on steps

to be taken to maintain member status.

- Making recommendations to the General Assembly about new national groups being given member country status and about member countries that should no longer have it.

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.

Job descriptions and statutes committee - Discontinued.

- Reviewing job descriptions is to become the responsibility of the nominations team.
- Reviewing the SI statutes is to be transferred to the General Secretary.

To be included in the statutes

SI VICE PRESIDENT: elected

2) The Vice President:

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.

The Vice-President shall:

- 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.

[to be deleted from the statutes: 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;]

Not to be included in the statutes:

Support Network for 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 – currently 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, not only young people, and should be representative of at least 3 Servas regions.

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 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.

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.

Area Coordinators – discontinued role

- Following consultation with national groups and the remaining area coordinators , SI Exco made a decision to discontinue the role in 2016 once all those in post had reached the end of their term in office.
- Some of the tasks that were previously the responsibility of area coordinators have since been taken on as part of the work of the Development Committee, for example organising regional meetings.

To be included in the statutes:

SI GENERAL SECRETARY: elected

3)The General Secretary :

The focus of the General Secretary's role is communication and process management.

The General Secretary shall:

- 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.

Not to be included in the statutes:

Support Network for SI General Secretary

Assistant to GS – appointed.

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

Tasks to include:

- Annual report analysis and preparation
- Minute taking
- Updating of the SI handbook
- Support maintenance of SI records, statutes and procedures

Archivist –appointed

Responsibilities include:

- Maintaining the SI archives on line.
- Storing and making accessible minutes from SI General Assemblies.
- Storing and making accessible other documents of historical importance to Servas.
- Working with national groups to coordinate the preservation and maintenance of historical records relating to national and regional activities.
- Promoting and leading an Archives Project Group.

Spanish Translation Coordinator – appointed

Responsibilities include:

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

Communication Team: appointed

To include:

- Editors of SI News bulletins
- SI Website content management team
- Image and Design support group

Distant Vote Administrator: elected

The focus of the role is to run the GA distant vote process as set out in the agreed schedule.

The Distant Vote Administrator's duties are based on the DV regulations and 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. (Job Descriptions Jan 2015.doc - 17 - 2015/1/17)
- 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) A 2009 GA decision requires: 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 Paid Administrator – if operational

To be included in the statutes:

SI TREASURER: elected

4) The Treasurer:

The focus of the role is on the overall financial operation of Servas International.

The Treasurer shall:

- a) Manage SI funds.
- b) Guide the EXCO on financial matters.
- c) Be in charge of SI budget management. Guide the EXCO in planning expenditure and realizing revenues.
- d) Manage the financial accounting and record keeping function for Servas International.
- e) Manage financial audits.
- f) Prepare financial reports for presenting to members and the General Assembly.

The duties and responsibilities of the SI treasurer are to be set out in detail in the Servas International Financial Operating Procedures (known as FOP). See SECTION B.

Support Network for SI Treasurer

Not to be included in the statutes:

Treasury Support Team : to be 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

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.

***Internal Audit Committee - three elected members.**

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 of this appendix.

***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.

To be included in the statutes:

SI PEACE SECRETARY: elected

5) The Peace Secretary:

The focus of the Peace Secretary's role is to promote Servas International as a peace organization.

The Peace Secretary shall:

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.

- b) Support the work of national Peace Secretaries and/or Peace Committees through networking and the exchange of ideas.
- c) Represent the interests of the UN representatives and national peace secretaries in the Executive Committee.
- d) Encourage liaison with other peace organisations in cooperation with local Servas members and promote representation in such organisations when appropriate.

[*replace delegates in the statutes with representatives*]

Support Network for SI Peace Secretary

Not to be included in the statutes:

United Nations Team :

- Led by the UN Coordinator

Responsibilities to include:

- Maintaining oversight and supporting the work of the UN representatives.
- Approving Servas representatives to be official UN Observers.
- Organising internships for Servas young people at the UN, supported by the Servas community.
- UN involvement, supported by any members who are interested in being part of an UN interest group,

- UN representatives

-

National Peace Secretaries Network:

Led by Peace Secretaries Coordinator(s) (could be language based)

Conflict Resolution team: three appointed members

Responsibilities include:

- Trying to resolve conflicts within Servas
- Offering advice to Servas members about conflict
- Giving advice to SI Exco about conflicts
- When appropriate, engaging parties in dispute in conflict resolution
- Promoting strategies for conflict resolution within Servas.

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 MEMBERSHIP AND TECHNOLOGY SECRETARY: elected

To be included in the statutes:

6) The Membership and Technology Secretary:

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.

The Membership and Technology Secretary shall:

- a) Promote accuracy and regular updating of members data in ServasOnline and the Dolphin 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.

[Replace the role of Host List Coordinator and delete the following from the statutes

6)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]

Support Network for SI Membership and Technology Secretary

Not to be included in the statutes:

Assistant to Membership and Technology Secretary –appointed

To support the work of the M and T 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

SECTION B: ADDITIONAL INFORMATION ON SI ROLES, RESPONSIBILITIES AND JOB DESCRIPTIONS

Guidance for those considering nominations for SI Exco Roles

To be read in conjunction with individual SI Exco job descriptions.

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 Skype meetings, 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 it 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.
- 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.
- A good working knowledge of Information Technology 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.

EXTRACT FROM FINANCIAL OPERATING PROCEDURES (updated)

To be included in the Financial Operating Procedures (FOP).

1. Duties and responsibilities of the SI treasurer

The treasurer shall:

- a) Keep financial accounts and records of Servas International in a manner consistent with Generally Acceptable Financial Reporting Standards,
- b) Manage a book-keeper (appointed by EXCO, on the Treasurer's recommendation), to maintain the financial records in the correct manner (i.e., record all inflows and expenses (or losses) with proper authorizations), and to prepare the financial statements.
- c) Maintain adequate controls to ensure that all receivables are recorded and collected in a timely manner, and all payments are made in a timely manner for approved and verifiable expenses,
- d) Maintain adequate controls to ensure that all payments are made against proper documentation and approvals,
- e) Manage the bank accounts (and other financial accounts, if any) of Servas International,
- f) Manage investments (if any) of Servas International funds,
- g) Support the EXCO in the preparation of the detailed 3 year budget by managing the budgeting process for preparing the Servas International budget,

- h) Creating and maintaining documentation for all transactions in a manner that provides transparency and provides an audit trail to verify any receipts, income, outflows, or expenses,
- i) Prepare reports on Budgets versus actuals and report on variances from budget,
- j) Be responsible for overseeing the financial and fixed assets of the organization and must take reasonable steps to prevent and detect fraud or other irregularities,
- k) Report any fraud or other irregularities detected to the EXCO and auditors,
- l) Obtain quotes from external auditors before selecting one for performing the audit of Servas International. An auditor chosen must be approved by the EXCO on the recommendation of Treasurer. An auditor may be appointed for up to three years without a new quote.
- m) Make financial records and documentation available to auditors for their audit on receiving a request from them. The documentation that will be made available to auditors on request include, the financial books (journal/ledger), the financial statements, detailed footnotes (if any), bank statements, and underlying documentation for recording transactions.
- n) Arrange to receive the internal and external audit reports for presentation to members.
- o) Arrange for the signing of the Year-end financial reports by the EXCO and auditors, and to arrange for their dissemination to members.

2. The duties and responsibilities of the Internal Audit Committee:

1. Review existing guidelines on accounting principles and procedures - including fundraising policies and procedures.
2. Undertake an annual review of each Servas Officer's financial statement and activity report on money spent and reimbursed.
3. Collaborate with the SI Treasurer and External Auditor on financial matters related to Servas International.
4. Review the SI book keeping documentation whenever necessary. Ensure safe custody of SI assets with the respective custodians duly approved by the SI Exco.
5. Undertake an annual review of financial statements issued by the SI Treasurer for endorsement by the Internal Audit Committee.
6. Check the book keeping and expenditure receipts on a sample basis at least once a year.
7. Ensure that the Servas International annual financial statements have been audited and approved by the contracted external auditor.
8. Review the draft three year budget plan, comparing it to the most recent annual financial statements available, then verify it adheres to the guidelines approved by the General Assembly.
9. Identify cost reduction opportunities in the SI budget for SI funded activities and relay these to SI Exco for consideration.
10. Provide SI EXCO assistance with financial projects as requested.
11. Present the Internal Audit Committee report to SI Exco for comment and action in advance of submitting a final report to the General Assembly. The audit report must be signed by the Internal Audit Committee Convener stating the extent and outcomes of the audit, highlighting any complaints or unresolved issues. It must bear the signature of the person carrying out the audit.
12. Review important contractual agreements between Servas International and outside parties which have financial implications and include an impact analysis in the audit report.