

CISV Vancouver Board Positions

General Responsibilities (Attitudes, Skills, and Knowledge)

- Knowledge of CISV goals, educational principles and content
- Effective communication and organizational skills
- Ability and desire to work as part of a team of volunteers and as a member of a board
- Exhibit CISV's core philosophies and values in your position
- Willingness to learn from and collaborate with other board and chapter members
- Desire to grow the CISV Vancouver Chapter and promote CISV in the community
- Commitment to attend CISV Vancouver Board meetings, and other chapter events as needed
- Maintain confidentiality and impartiality in your role as a Board member

Related Resources

- CISV's Working Principles for Good Governance (Info File O-07)
- "Passport" Info File T- 03 and "Big Ed" Info File T-02

Meetings

Executive and Committee Chairs are expected to attend Board meetings, held monthly from September to June. Committee Coordinators may attend as needed. Meetings are traditionally scheduled for 2 hours on an agreed upon weeknight. Currently they are held the 2nd Wednesday of the month in East Vancouver.

Position List

The following is a list of current Board position. Generally time commitment is higher for Executive and Committee Chair roles, and limited for Coordinator positions and Members at Large.

Executive Roles (Officers)

- Chapter Chair
- Vice Chair
- Past Chair
- Secretary
- Treasurer
- Risk Manager

Board Committee Chairs and Coordinators

- Communications Coordinator
- Membership Coordinator
- Programming Committee Chair
 - Peace Bus Coordinator
 - Seminar Coordinator
 - Interchange Coordinator
 - Mosaic Coordinator
- Leadership Coordinator
- JB Chairs
- JB Liaison
- Volunteer Committee Chair



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- Mini Camp Registrar
- Social Committee Members
- Fundraising Committee Chair
 - Merchandise Coordinator
 - Gala Committee Members
- Members at Large

Executive Roles (Officers)

Chapter Chair

The Chair guides the board in upholding CISV's vision, mission and values and ensures that they are reflected in the day-to-day management and operations of CISV Vancouver

Responsibilities	<ol style="list-style-type: none"> 1. Call and chair or co-chair meetings of the Board on a regular schedule 2. Take action and make decisions on behalf of the Board, that are judged to be in the best interest of the Chapter, when it is not possible to convene the Board 3. Review Chapter policy and structure, and propose improvements to support the achievement of CISV goals and purpose 4. Ensure that Board members or individuals with organizational responsibility are recruited as needed and receive appropriate training 5. Coordinate, monitor, and evaluate committee and personnel work that aligns with approved plans 6. Ensure the by-laws and constitution of the Chapter is respected 7. Review, develop, and propose long term strategic plans and annual operational plans for Board consideration 8. Co-ordinate and contribute towards the Annual Report of the chapter and present the Report at the Annual General Meeting. 9. Help prepare the budget for the fiscal year 10. Manage crises and other emergencies arising from and/or affecting the programs and operations in conjunction with the Risk Manager 11. Receive, consider, and act on complaints in conjunction with appropriate Board members 12. Understand organizational structure and involvement requirements of CISV Canada and CISV International. Represent CISV Vancouver to these bodies when needed or appoint a designate 13. Represent the Chapter with other organizations and media and serve as a CISV ambassador as needed 14. Be aware of and ensure compliance with the rules of CISV Canada and CISV International 15. Be aware of and ensure compliance with federal, provincial, and local laws that relate to CISV activities
Time Commitment	<p>Preparation for and participation in monthly Board Meetings Travel to and attendance at annual National Board Meeting (November) Participation in CISV Canada's online Quarterly Board Meetings Attendance at CISV all membership events i.e. potlucks and socials (3/year)</p>



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	Attendance at Mini-Camp opening or adult nights (2/year) Participation in regular chapter initiatives and working groups as feasible
Related Resources	CISV Canada National Handbook

<p>Vice Chair</p> <p>The Vice Chair assists the Chair in their duties by overseeing specific projects or areas of chapter management, and acts for the Chair or represents the chapter as needed</p>	
Responsibilities	<ol style="list-style-type: none"> 1. Oversee and participate in projects, working groups or initiatives at the request of the Board or Chair to improve Chapter functions, policies, governance etc. 2. Call and chair or co-chair meetings of the Board at the request of the Chair 3. In agreement with the Chair, take action and make decisions on behalf of the Board, that are judged to be in the best interest of the Chapter, when it is not possible to convene the full Board 4. Review Chapter policy and structure, and propose improvements to support the achievement of CISV goals and purpose 5. Assist with recruitment of Board members or individuals with organizational responsibility as needed, and assist with training 6. Coordinate, monitor, and evaluate committee and personnel work that aligns committees or projects within your purview 7. Ensure the by-laws and constitution of the Chapter are respected 8. Review, develop, and propose long term strategic plans and annual operational plans for Board consideration 9. Understand organizational structure and involvement requirements of CISV Canada and CISV International. Represent CISV Vancouver to these bodies at the request of the Chair 10. Be aware of and ensure compliance with the rules of CISV Canada and CISV International 11. Be aware of and ensure compliance with federal, provincial, and local laws that relate to CISV activities
Time Commitment	<p>Preparation for and participation in monthly Board Meetings</p> <p>Travel to and attendance at annual National Board Meeting if needed (November)</p> <p>Participation in CISV Canada's online Quarterly Board Meetings if needed</p> <p>Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year)</p> <p>Attendance suggested at Mini-Camp opening or adult nights (2/year)</p>
Related Resources	CISV Canada National Handbook

<p>Past Chair</p> <p>The Past Chair assists the Chair in their duties by providing advice, insight, and institutional knowledge as well as participating in projects or initiatives</p>	
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Responsibilities	<ol style="list-style-type: none"> 1. Advises the Chair on procedures, timelines, ongoing priorities etc when needed to provide consistency to chapter governance 2. In agreement with the Chair, take action and make decisions on behalf of the Board, that are judged to be in the best interest of the Chapter, when it is not possible to convene the full Board 3. Review Chapter policy and structure, and propose improvements to support the achievement of CISV goals and purpose 4. Ensure the by-laws and constitution of the Chapter are respected 5. Provide feedback to the Chair on long term strategic plans and annual operational plans 6. Understand organizational structure and involvement requirements of CISV Canada and CISV International. Represent CISV Vancouver to these bodies at the request of the Chair 7. Be aware of and ensure compliance with the rules of CISV Canada and CISV International 8. Be aware of and ensure compliance with federal, provincial, and local laws that relate to CISV activities
Time Commitment	<p>Preparation for and participation in monthly Board Meetings</p> <p>Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year)</p>
Related Resources	

<p>Secretary</p> <p>The Secretary ensures documentation of all Board meetings and updates to chapter documents</p>	
Responsibilities	<ol style="list-style-type: none"> 1. Send out the call for agenda items and distributes the agenda before each meeting 2. Capture meeting minutes from all Board Meetings, ensuring an accurate representation of proceedings and action items. Distribute minutes to Board members 3. Maintain Board and Chapter documents and the Chapter calendar 4. Ensure the by-laws and constitution of the Chapter are respected 5. Understand organizational structure and involvement requirements of CISV Canada and CISV International 6. Work with the National Secretary to archive minutes
Time Commitment	<p>Preparation for and participation in monthly Board Meetings, including agenda preparation and meeting minute circulation</p> <p>Maintain all chapter documentation on an ongoing basis</p> <p>Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year)</p>
Related Resources	



Treasurer

The Treasurer manages the budget and bank account to ensure Chapter stability and sustainability. The Treasurer should bring appropriate professional skills in bookkeeping or accounting to this role.

Responsibilities	<ol style="list-style-type: none"> 1. Work with Board to develop annual and long-term budgets. The Treasurer must be involved in all major financial decision-making 2. Be aware of national regulations (and consult with experts when needed) in order to recommend investment and reserves policies to the Board 3. Maintain a bank account for the Chapter 4. Maintain accurate operational accounts 5. Produce monthly Income and Expense statements for the Board and Chapter records 6. Understand organizational structure and involvement requirements of CISV Canada and CISV International 7. Be familiar with CISV International/Canada membership and program fees and penalty fees 8. Complete financial reporting docs required by CISV Canada 9. Complete any financial reporting docs required by external bodies in Canada 10. Ensure the applicable by-laws and constitution of the Chapter are respected 11. Issue invoices for participation in all program (and activities where fees apply) and keep track of payments 12. Receive and pay invoices. All financial transactions should flow through the Treasurer 13. Arrange to reimburse volunteer expenses as needed 14. Work with Chapter fundraisers to plan requests and administer grants as needed
Time Commitment	<p>Preparation for and participation in monthly Board Meetings Develop and circulate financial reports and records on a set schedule Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year)</p>
Related Resources	<p>CISV International Treasurer’s Guide Programme Cancellation and Penalty Fees (Info File C-11)</p>

Risk Manager

The Risk Manager works as part of the National Risk Management Committee to mitigate and address issues of risk at the local level.

<p>Responsibilities</p> <p>Note: These have been taken from CISV Canada’s description of the</p>	<ol style="list-style-type: none"> 1. Organize, implement and/or address risk issues for CISV’s local activities and while hosting international programs 2. Collaborate with the Junior Branch liaison and/or JB Risk Manager to ensure adequate, criminal-record-screened adult (19+) supervision at all local activities
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<p>role of a local Risk Manager</p>	<ol style="list-style-type: none"> 3. Work with the JB Risk Manager/JB Chairs to ensure mini-camps are risk-minimized 4. Verify the safety and suitability of venues proposed and complete RM checklists as required 5. Oversee the Criminal Record Check (CRC) process & manage renewals 6. Maintain at least one Chapter First Aid Kit that should be taken to or made available to all local hosted activities and programmes (can be delegated to JB RM or other as appropriate) 7. Anticipate and educate Chapter members on Crisis Management principles 8. Manage CISV travel forms collection prior (usually coordinated by delegation Leaders) 9. Together with the Treasurer, oversee proper financial procedures, including laws related to fund-raising, to ensure fiscal integrity of Chapter 10. Liaise with the National Risk Manager 11. Facilitate the submission of Incident Report Forms when required 12. Respond to risk-related queries as they arise 13. Follow up on Leader or Staff reports arising from the Issues Database 14. Maintain confidential CISV documents according to CISV policies <p><i>Due to the confidential nature of much of the information managed by the Chapter RM, it is not recommended that a Chapter have "Co-RMs". However it is recommended in such situations that the responsibilities and duties listed above be split, rather than shared.</i></p>
<p>Time Commitment</p>	<p>Preparation for and participation in monthly Board Meetings Attend National Risk Management training once at the start of your term Regular completion of site assessments and necessary incident follow up Ongoing management of RM related paperwork and files Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year) Regular online meetings with the National Risk Manager Participation in regular chapter initiatives and working groups as feasible <i>It is recommended that Chapter Risk Managers assume this role for three years. It is recommended that an incoming Chapter RM "shadow" the outgoing Risk Manager for up to a year (and for a minimum of four months).</i></p>
<p>Related Resources</p>	<p>Available from the National Risk Manager</p>

Board Committee Chairs and Coordinators

Communications Coordinator

The Communications Coordinator ensure chapter members are informed of news, opportunities and programming. He or she also promotes chapter growth by raising CISV Vancouver's profile with external groups and families.

<p>Responsibilities</p>	<ol style="list-style-type: none"> 1. Maintain Chapter communication contact lists for newsletters, emails etc
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	<ol style="list-style-type: none"> 2. Produce and distribute Chapter newsletter on a regular basis with direction of the board 3. Maintain the CISV Vancouver website and add new content as needed 4. Develop and coordinate individual promotional or marketing strategies to support specific programs and activities of the Chapter 5. Create awareness of Chapter activities and oversee communication strategies among potential new members, media, and the general public as appropriate 6. Align with CISV Canada and CISV International’s best practices for communication and branding 7. Advise and support the Junior Branch as needed on their communication strategies and needs
Time Commitment	<p>Preparation for and participation in monthly Board Meetings</p> <p>Maintain chapter communication channels and lists, including newsletters, website and email blasts</p> <p>Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year)</p>
Related Resources	<p>Looking Good – International branding guidelines</p> <p>Just Saying- International Communications guidelines</p>

Membership Coordinator

The Membership Coordinator ensures memberships are up to date, and tracks all membership data.

Responsibilities	<ol style="list-style-type: none"> 1. Maintain Chapter membership lists 2. Produce, distribute, and collect Chapter Membership forms 3. Work with the Treasurer to collect and process membership fees 4. Ensure all new members are added to the Chapter’s newsletter email list 5. Work with the Volunteer Coordinator to encourage members to volunteer, and track volunteer preferences 6. In coordination with the Chair, provide membership numbers to CISV Canada as needed 7. Advise and support the Junior Branch as needed on their membership numbers and signing up new members
Time Commitment	<p>Preparation for and participation in monthly Board Meetings</p> <p>Maintain chapter membership lists</p> <p>Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year)</p>
Related Resources	

Programming Committee Chair

The Programming Chair oversees all international programs for CISV Vancouver, and is assisted by specific program coordinators.

Responsibilities	<ol style="list-style-type: none"> 1. Demonstrate knowledge and familiarity with CISV’s international programs, including goals and unique aspects of each program
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	<ol style="list-style-type: none"> 2. Oversee the work of the program coordinators (Peace Bus, Interchange, Seminar, Mosaic) 3. Plan and oversee delegate recruitment and selection committee of Village, Youth Meeting, Step Up and International People's Project programs 4. Liaise with Treasurer to ensure payment of deposits and fees 5. Liaise with Leadership Coordinator to ensure timely and appropriate Leader selection 6. Advise Chair on trends and requests for future program invitations 7. Work with CISV Canada's Program Chair as needed, and ensure no fines or penalties are accrued by the Chapter
Time Commitment	Preparation for and participation in monthly Board Meetings Additional time will be required around delegate selection (February) Attendance suggested at CISV all membership events i.e. mini camp welcome, potlucks and socials (3/year)
Related Resources	International Program Guides Programme Cancellation and Penalty Fees (Info File C-11)

Peace Bus Coordinator

The Peace Bus Coordinator recruits delegates for the Peace Bus program, and works with the CISV Canada Peace Bus Chair as well as Peace Bus parents to plan and coordinate local itinerary for two Peace Bus trips. They are a member of the Programing Committee.

Time Commitment	Additional time will be required around delegate selection(December - February) Attendance required at local Peace Bus activities in the lead up to and during the summer trips, including supporting delegates with paperwork and planning activities for the Vancouver stop. Monthly online meetings with the national Peace Bus Committee
Related Resources	

Seminar Coordinator

The Seminar Coordinator recruits and supports delegates travelling to Seminar Camps. They work with the CISV Canada Seminar Camp Chair to ensure effective communication with delegates and the Chapter. They are a member of the Programing Committee.

Time Commitment	Additional time will be required around delegate selection (November/ December) One weekend required to facilitate Seminar Camp participant training
Related Resources	International Program Guides Programme Cancellation and Penalty Fees (Info File C-11)

Interchange Coordinator

The Interchange Coordinator supports leaders and delegates travelling on Interchanges. They work with the CISV Canada Interchange Chair to ensure effective communication with the delegation and their partner NA. During Interchanges they act as the Program Director. They are a member of the Programing Committee.



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Time Commitment	Additional time will be required during the host phase of the Interchange National training may be required for new Interchange Coordinators
Related Resources	International Program Guides Programme Cancellation and Penalty Fees (Info File C-11)

<p>Mosaic Coordinator</p> <p>The Mosaic Coordinator supports the Chapter and JB to run Mosaic activities in the community. They work with the CISV Canada Mosaic Chair to ensure paperwork is filed and best practices are in place. They work closely with partner organizations during all aspects of the Mosaic program. They are a member of the Programing Committee.</p>	
Time Commitment	Additional time will be required during the planning, implementation and evaluation of Mosaic activities Attendance at JB meetings of Board Meetings may be required
Related Resources	International Program Guides

<p>Leadership Coordinator</p> <p>The Leadership Coordinator ensures appropriate leaders are in place for both local activities and to lead international delegations.</p>	
Responsibilities	<ol style="list-style-type: none"> 1. Demonstrate knowledge and familiarity with CISV's international programs, including goals and unique aspects of each program 2. Oversee the recruitment and selection of leaders for all international programs, in conjunction with the Selection Committee 3. Collect all Leader applications, and ensure accurate information and expectations are set 4. Work with the JB Liaison to ensure leaders are in place for local chapter activities 5. Liaise with Treasurer to ensure payment of fees for leader activities or training 6. Work with CISV Canada's National Leadership Training Committee (NLTC) to keep up to date on training curriculum and ensure leaders attend National Leadership training 7. Organize and facilitate Local Leadership Training under the guidance of the NLTC
Time Commitment	Preparation for and participation in monthly Board Meetings Additional time will be required around leader selection (February) Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year) One weekend required to facilitate Local Leadership Training
Related Resources	



<p>JB Chair</p> <p>The JB Chair is responsible for leading the Junior Board and their programming for the Chapter. They act as the JB's representative on the Chapter Board.</p>	
Responsibilities	<ol style="list-style-type: none"> 1. Bring updates and information from the JB Board to the Chapter Board 2. Provide insight and feedback to Chapter Board activities 3. Support the JB Board to organize and facilitate JB activities for the chapter's junior members 4. Oversee the JB budget with support from the Treasurer
Time Commitment	<p>Preparation for and participation in monthly Board Meetings</p> <p>Attendance at CISV Canada JB meetings and activities required throughout the year (NBM, SBTF)</p>
Related Resources	<p>Resources and support available from the National Junior Branch Board and National JB activities and training</p>

<p>JB Liaison</p> <p>The JB Liaison works closely to guide and mentor the JB Chair and Junior Board. They encourage leadership development and personal growth in the JB, and provide oversight to JB events.</p>	
Responsibilities	<ol style="list-style-type: none"> 1. Provide a mature and experienced opinion at the JB board meetings 2. Assist JB Chair to keep control and focus at meetings 3. Assist in planning events, making sure the JB consider all logistical elements while planning 4. Refer JB to CISV goals and principles when planning activities, and provide support to incorporate CISV philosophy into activities. 5. Encourage leadership from all participants, teach the JB to lead their own activities 6. Help the JB keep events (mini camps, cookie bakes) on schedule 7. Have open communication with Leadership Coordinator on JB progress for selection purposes 8. Inform Leadership when events are approaching and the number of additional leaders that will be needed to supervise (10 to 1 plus 1 rule)
Time Commitment	<p>JB liaison is not required to attend board meetings but must communicate with leadership coordinator and possibly chapter chair.</p> <p>Attendance at all JB programs is suggested or a designate should be found. This includes evening and weekend activities.</p> <p>The JB typically meet once a month on the second Sunday of the month from 3pm to 5pm. Additional meetings may be required in preparation for large events.</p>
Related Resources	

<p>Volunteer Committee Chair</p> <p>The Volunteer Committee Chair oversees recruitment of volunteers and encourages chapter members to act as volunteers. They maintain volunteer lists, based on chapter membership</p>	
Responsibilities	<ol style="list-style-type: none"> 1. Recruit volunteers for chapter events and fundraising activities



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	<ol style="list-style-type: none"> 2. Track member preferences with the help of the Membership Coordinator and ensure chapter members have completed their volunteer requirements 3. Help recruit volunteers for international programs hosted by the chapter 4. Support the work of the Mini Camp Registrar and Social Committee
Time Commitment	<p>Preparation for and participation in monthly Board Meetings Ongoing management of chapter volunteers and volunteer lists Additional time will be required in the lead up to large events or when hosting programs Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year)</p>
Related Resources	

Mini Camp Registrar

The Mini Camp Registrar oversees registration for Chapter mini camps, including collection of forms and fees. They will work closely with the Treasurer, JB Liaison and Leadership Chair to ensure clear information is shared about participant numbers, fees, and facility needs.

Time Commitment	Primary time commitments will be in the lead up to chapter mini camps
Related Resources	

Social Committee

The Social Committee organizes annual social activities including Peace Night, the Annual General Meeting, and Farewell Picnic. They also support members and the JB in the development of new social events for the chapter.

Time Commitment	Primary time commitments will be in the lead up to chapter social activities
Related Resources	

Fundraising Committee Chair

The Fundraising Committee Chair oversees fundraising activities in the Chapter, including committees responsible for annual events.

Responsibilities	<ol style="list-style-type: none"> 1. Set goals with CISV Executive for annual fundraising targets 2. Oversee all fundraising programs and ensure they meet Executive expectations 3. Take ownership of finding volunteers to fill all Fundraising Committee roles 4. Act as advisor to fundraising committees 5. Facilitate the development of new fundraising initiatives 6. Work with the Treasurer to insure that financial records are being kept for fundraising
Time Commitment	Preparation for and participation in monthly Board Meetings



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	Additional time may be required around fundraising events Attendance suggested at CISV all membership events i.e. potlucks and socials (3/year) Attendance required at all Chapter fundraising initiatives
Related Resources	

Merchandise Coordinator The Merchandise Coordinator works with the JB to produce and sell CISV Vancouver merchandise to members and travelling delegates. They are supported by the Fundraising Committee Chair.	
Time Commitment	Ensure orders are put through and complete in a timely manner Attend or appoint designate to sell merchandise at chapter events
Related Resources	

Gala Coordinator The Gala Coordinator oversees the planning of the annual CISV Vancouver fundraising Gala with support of the Fundraising Chair. This includes striking a committee to plan, execute, and evaluate all aspects of the Gala.	
Time Commitment	Primary time commitments will be through the planning and evaluation of the Gala event, traditionally held in November.
Related Resources	

Members at Large Members at Large will sit as members of the board, in a flexible capacity. They may work on projects, or assist with ongoing Chapter tasks, or simply take time to become familiar with the Chapter and organization.	
Responsibilities	<ol style="list-style-type: none">1. Assist with projects, committees or initiatives as needed throughout the year2. Attend Board meetings
Time Commitment	Preparation for and participation in monthly Board Meetings Attendance suggested at CISV events when possible
Related Resources	