



## **National Association (NA)/ Chapter Model Role Profile: NA/Chapter President**

This document is one of a series of model role profiles intended to assist NAs and Chapters in structuring the work of their Boards and key official positions. Each NA/Chapter operates somewhat differently and may assign responsibilities in different ways. These model role profiles give you suggestions and a checklist to help you make sure that certain basic areas are covered. They can also help you with recruitment and training of new officials. They can be found in section U of the Info File and can be seen in relation to the corresponding International Committees whose Terms of Reference are in section O.

### **General overview of the role**

As the President of a CISV National Association or a Chapter, depending on your local legislation regarding associations, you are often the legal head of the organization and serve as the leader of the local organization (as well as an Executive, if this exists). You are accountable and responsible for ensuring that your local CISV organization runs smoothly by delivering peace education activities in a safe and compliant way. You uphold CISV's vision, mission and values and ensure that they are reflected in the day-to-day management and operations of the organization.

### **Key Responsibilities and Tasks**

#### **Basic responsibilities of a NA/Chapter President – as a broad summary:**

- Representation:
  - Represent the organization as needed with other organizations and media and serve as ambassadors of the organization, lead with an example
  - Protect and build the reputation of the organization
- Development:
  - Review, develop and propose long-term strategic plans for the consideration of the Board
  - Review, develop and propose operational plans in line with the approved strategic plan
  - Ensure that Board members and other people with organizational responsibility are recruited as needed
  - Establish and foster a Junior Branch, include the chosen national or local Junior representative in the board, create a successful relationship with the Junior Branch on all levels and support/mentor young volunteers
  - Create and maintain practices that help the organization to develop and run smoothly (e.g. knowledge transfer, key processes, best practices)
- Compliance:
  - Ensure compliance with the national and local laws and rules of your country that relate to CISV
  - Ensure compliance with the rules of CISV International
  - Ensure that volunteers with Risk Manager or Training responsibilities receive required training and authorization from CISV International

- Governance:
  - Manage day-to-day operations and delegate tasks to the board members, committees or volunteers
  - Oversee volunteer wellbeing and manage workloads if needed
  - When necessary, take actions and make decisions on behalf of the Board, that are judged to be in the best interest of the organization, when it is not possible to convene the Board
  - Ensure that all Board members and other people with organizational responsibility (e.g. Risk Managers) receive appropriate onboarding and training
  - Collect, receive, consider and act on feedback (including complaints) regarding CISV

Some responsibilities listed here can be delegated also to other Board Members, or to an Executive Committee of the Board.

### **Throughout the CISV Year (key responsibilities)**

- Propose Agenda for, call and chair regular meetings of the Board
- Implement and follow up on agreed strategic and operational plans
- Ensure that required deadlines of local authorities and CISV International are met and required actions are taken timely
- Oversee financial policy and performance, including approval of budget and annual accounts. Monitor budget
- Manage crises and other emergencies arising from and/or affecting the programmes and operations
- Coordinate and monitor the work of any Committees and/or Staff in line with approved plans and evaluate effectiveness
- Oversee the risk management policies of the NA/Chapter (with knowledge of CISV International/NA policies) and act on issues as needed
- Collect feedback from volunteers and members and take actions as needed

### **Main Policies and Resources**

- CISV International's Info File, especially section C
- The Terms of Reference of International Executive Committee (Info File O-03)
- The Terms of Reference of International Board (Info File O-01)
- CISV's Working Principles for Good Governance (Info File O-07)
- National Association (NA)/Chapter Model Role Profiles (Info File Section U).

### **Monitoring, Evaluation & Risk Management**

You know you have succeeded as a President, when

- The organization you lead is growing in membership
- CISV is well known for its work in your community or country
- The board works effectively: the meetings are well facilitated, the discussion quality is high and volunteers enjoy being part of the board
- The volunteers you are leading complete their work according to the common plan and know what is expected of them
- There are no volunteers feeling overburdened, including yourself
- The organization's finances are in good state
- There are no major incidents that could have been prevented
- All deadlines of local authorities and CISV International are met

- The quality standards of CISV are fulfilled
- Risks and threats are discussed openly, and conflicts are solved actively and constructively

## Working Relationships

The role of the President differs from all other roles in CISV as it is often the only one that carries legal responsibilities. As the chair of the local organization, you do not report directly to anyone, but as a member of CISV, you are required to meet certain standards and lead the organization with an example. As this role may sometimes feel lonely, it is important for the President to build a strong organization and ensure that the key roles are filled with trusted and competent volunteers. As a Chapter President in multi-Chapter NA, it is easy to liaise with the other volunteers in the same role as well.

## Work Relationships

- **The NA Representative** is the official link to CISV in other countries and NA Representative provides you the latest news and updates from your local region. Through them, your CISV organization can be part of a bigger community and develop CISV as a global organization. Your NA Representative can help you with both strategic and operational planning.
- Your organization's **Treasurer** is your partner in financial area. He/She should collaborate with the President and align the budget with the organization's goals.
- **Risk Manager** should be the President's trusted advisor in building and retaining a child-safe organization. The Risk Manager is also key contact in all emergency and/or crisis situations that may occur.
- **The Training and Program coordinators** should be the partner of educational content and quality activities. They will help also in discussing the future activities and how the local organizations educational activities may grow in quantity and quality.
- **The Junior Branch Representatives** are very powerful advisors and collaborators in building and sustaining the organization. The JB grows future leaders and as the President your role is to support future young leadership and provide support.
- **The Profile Raising/Marketing coordinator** is your partner in all things related to discussing CISV externally and promoting the organization.
- **The Secretary** is your collaborative partner on preparing meeting agendas and arrangements. Agree on good meeting practices together and ensure that documents are handled in a compliant way based on your local legislation and requirements (e.g. your local authorities may require local CISV organization to archive meeting minutes or destroy documents like application forms when they are no longer needed)
- If your organization has **a paid employee**, he/she can be a valuable asset in ensuring that the everyday operations are run smoothly. If you are the legal supervisor of the employee, ensure that there is enough time for leading and supporting the employee and for having regular 1:1s to plan next activities and follow-up on agreed actions.

## Networking

As the President, one of your responsibilities is to also represent the organization externally and be the voice of CISV locally when needed. In addition to the CISV volunteers, you can network locally with other people who hold similar roles (to benchmark and learn best practices), or you can network with other local like-minded organizations (LMO's). By being present in local events, CISV raises awareness in a powerful way.

## Reporting Hierarchy

As the president, your board members report their work to you.

## Key Competencies

### Attitudes

- Willing to promote CISV's vision and values, and lead as an example
- Willing to be accountable of leading the local CISV organization
- Willing to constantly learn by doing
- Inclusive leadership style

### Skills

- Ability to transfer strategic thinking into everyday actions
- Ability to motivate and inspire volunteers
- Prioritization and time management skills
- Delegation skills
- NGO management skills: how to plan and run meetings, how to manage budgets, etc.

### Knowledge

- Understanding of volunteer leadership
- Understand organizational structure and what it means for the NA to be a member of CISV International / what it means for a Chapter to be a member of a CISV National Association
- Awareness of the rules of CISV International
- Awareness of the national and local laws and rules of your country that relate to CISV
- Knowledge of CISV goals, structure and programmes
- Knowledge of CISV education principles and content
- Professional skills within the Executive team (e.g. law, finance, education, management) are an asset

## Additional Comments

### Recommendations (to be good in that role)

The role of the President is possibly one of the heaviest workload-wise, and managing the workload is one of the trickiest task in this role. The bigger the NA / Chapter, the more important it is to delegate work effectively and build processes and role descriptions that allow the work to be manageable. As a President it is impossible to be an expert in all domains, so it is recommended to utilize other expert volunteers as advisors. If you feel that you would benefit from having more experienced support, you can seek to find a senior volunteer mentor even from other NGO, with whom you can have confidential conversations and seek support from.

### Hints on the difference for NAs or just for Chapters, or for Chapters in multi-Chapter NAs.

If your local organization is in a high growth pace or if it has recently lost a lot of members, it is advisable to re-evaluate the organizational structure and ensure that the volunteer workloads and roles are well-suited for the size of the organization.

### Learning and Training options

- **Highly recommended:** Chapter Development RTF
- **Beneficial:** Risk Management RTF, Profile Raising RTF, Essentials of Peace Education RTF, Train the Trainer RTF
- **Not offered by CISV, but still beneficial:** Volunteer leadership trainings (these may be offered by Like-Minded Organizations in your city / country)