

National Association (NA)/ Chapter Model Role Profile: NA Secretary

**CISV educates and inspires action for a more just and peaceful world.**

*Summary of CISV Statement of Educational Purpose*

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.

<b>Role</b>	NA Secretary		
<b>Purpose (how it helps CISV)</b>	To provide the essential support of day-to-day administration and operations of the organization		
<b>Responsibilities</b>	<b>Knowledge/ Skills required</b>	<b>Main resource docs</b>	<b>Comments</b>
Be the main administrative contact person between the NA and CISV International. If the Secretary will be out of contact for any period of time, it is essential that someone else fill in. <i>(CISV International may also have to provide your contact details to external parties such as insurers or members of the public enquiring about CISV in your country)</i>	Knowledge of CISV goals, structure and programmes  Organizational skills		It is recommended that the Secretary be a member of the Board as they have unique admin perspective
Serve as the main contact point to other NAs	Effective communication skills		CISV International will provide lists of all NA Secretaries
Manage and regularly update NA Directory on Friends website.	Ability to use computer, e-mail, internet	<a href="http://friends.cisv.org/">http://friends.cisv.org/</a> Help-sheets available	This is how CISV International collects contact details
Act as default NA contact person for areas in which no specific national contact person has been identified in NA Directory on Friends.	Ability to communicate in English		e.g. for programmes or fundraising etc
Fill in, consult (if needed) and submit <u>National Report Form</u> to IO by 1 June.		<u>National Report Form</u> OR <a href="http://resources.cisv.org/">http://resources.cisv.org/</a>	This is an important way for CISV to get an overview of the global organization

Acquire <a href="mailto:name.lastname@xx.cisv.org">name.lastname@xx.cisv.org</a> address and access to CISV International intranet (SharePoint).	<a href="http://intranet.cisv.org/default.aspx">http://intranet.cisv.org/default.aspx</a> Help-sheets available	Increasingly, NA info such as invitations and invoices will be provided to NAs via SharePoint
Receive and respond to or forward as needed any correspondence from CISV International		e.g. programme invitations, invoices
In particular, read <a href="#">IO Update</a> and pass on relevant information to appropriate committees and contact persons within your NA.	<a href="#">IO Update</a>	Sent out to NA Secretaries by IO or put on Sharepoint
Receive and respond to or forward as needed any correspondence from other NAs		e.g. Programme Pre-Camps
Be familiar with the Resources website, relevant Info files and international, administrative deadlines	<a href="http://resources.cisv.org/">http://resources.cisv.org/</a>	It is not essential to know all the answers, just where to find them
Coordinate with the relevant parties in your NA to ensure that all programme forms and reports and any other official documentation is submitted to the International Office and/or other NAs on time	Admin deadlines found in Prog Guides, Info File C-11 and C-11(A)	e.g. Host Participant Data Sheet, PDPEF, Invitation acceptances

## RELATED DOCUMENTS

It will be helpful to view this document together with:

- The Terms of Reference of International Office (Info File O-06)
- CISV's Working Principles for Good Governance (Info File O-07)
- National Association (NA)/ Chapter Model Role Profiles: NA/Chapter President (Info File U-03); NA Secretary (Info File U-09); NA/Chapter Training Coordinator (Info File U-10); NA/Chapter PR and Fundraising Coordinator (Info File U-11); NA/Chapter IT Coordinator (Info File U-12); NA/Chapter Treasurer (Info File U-13); NA/Chapter Risk Manager (Info File U-14); NA/Chapter Junior Branch Coordinator (Info File U-15); NA/Chapter Programme Coordinator (Info File U-20).