

National Association (NA)/ Chapter Model Role Profile: NA/Chapter Junior Branch Coordinator

**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 / Chapter JB Coordinator			
<b>Purpose (how it helps CISV)</b>	To coordinate a group to organize JB activities			
<b>Responsibilities</b>	<b>Knowledge/ Skills required</b>	<b>Main resource docs</b>	<b>Comments</b>	
Be aware of the resources and support that CISV and the International Junior Branch have to offer	Knowledge of CISV and JB goals, structure, and programmes and resources	JB Essentials, JB Library <a href="http://www.ijb.cisv.org/library">www.ijb.cisv.org/library</a>	It is recommended that the JB Coordinator be a member of the Board	
Work with the JB group and consult the board to develop a working plan for the JB as part of the NA/ Chapter	Knowledge of CISV Education principles and content			
Keep open communication line with the rest of the JB World including the International Junior Representatives ( <a href="mailto:ijr@cisv.org">ijr@cisv.org</a> ), the IJB Committee ( <a href="mailto:ijbteam@ijb.cisv.org">ijbteam@ijb.cisv.org</a> ) and other JBs around the world.	Effective communication skills, knowledge of online tools		Make use of <a href="http://www.ijb.cisv.org">www.ijb.cisv.org</a> , <a href="http://www.ijb.cisv.org/ibpedia">www.ijb.cisv.org/ibpedia</a> and <a href="http://www.ijb.cisv.org/library">www.ijb.cisv.org/library</a> Subscribe to JB Community mailing list: <a href="http://www.ijb.cisv.org/ibcommunity">www.ijb.cisv.org/ibcommunity</a>	

Keep open communication line between the JB to the NA/Chapter Board	Organizational skills		
Conduct activities for the JB in order to develop leadership skills and responsibility toward the community as part of CISV education principles			
Ensure that the JB appoints someone to represent the National JB at the International JB Conference.			We encourage many members from each JB to attend IJBC, the only role of the representative is to vote in the IJR election during AIM
Liaise with the International JB and International Office as needed		<a href="mailto:ijr@cisv.org">ijr@cisv.org</a> <a href="mailto:International@cisv.org">International@cisv.org</a>	IJR, IJB committee & IO

**RELATED DOCUMENTS**

**It will be helpful to view this document together with:**

- The Terms of Reference of International Junior Branch (Info File O-15).
- 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).