

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

*Statement of 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.

<b>Role</b>	National Association (NA) Programme Coordinator		
<b>Purpose (<i>how it helps CISV</i>)</b>	To promote the CISV programme and ensure that it is conducted in accordance with CISV International Educational Principles, content and programme structure as well as the international global programme hosting plan		
<b>Responsibilities</b>	<b>Knowledge/ Skills required</b>	<b>Main resource documents</b>	<b>Comments</b>
Familiarising themselves with the specific programme, its goals and structure. Promote the programme and to lead to growth in hosting and sending.	Knowledge of CISV goals, structure and programmes  Organizational skills	Programme Guides Info File C-03 and programme specific documents	It is recommended that the National Programme Coordinator be a member of the National Board
Work with the board to develop a long term hosting and sending plan to the programme. This plan must be in line with the regional/international hosting plan.		Global programme hosting plan	Available on <a href="http://www.cisv.org">www.cisv.org</a>
Liaise with the International Office (IO) and the relevant Regional Coordinator for Chapter Development should any changes to the hosting plan be needed	Knowledge of CISV Educational Principles and content	Global programme hosting plan	
Ensure that programme deadlines are kept for hosting and sending. Be aware of programme fees, penalty fees		IO Update, Info File C-10 and C-11 Programme Guides	
Liaise with the Treasurer to ensure that all programme fees and penalties are understood and paid and any host fees are recovered.			
Keep up-to-date on the sending opportunities and act on them as needed.	Experience in volunteer management is helpful	IO Update	
Ensure that invitations are assigned effectively.			
Ensure that appropriate selection of programme participants take place.		Info File R-05 and R-06, Programme Guides	This is vital to the quality of our programmes
Ensure that appropriate recruitment, selection of programme leaders and staff takes place in line with CISV International guidelines.	Effective communication skills		
Keep up to date with CISV Education principles and content.		CISV Educational Principles and content	Info File T-02 (Big Educational Guide)

		and T-03 (Passport), International activities and Education content areas on <a href="http://www.cisv.org">www.cisv.org</a>	
Liaise with the Training Coordinator to ensure that participants, parents, leaders and staff receive appropriate training prior to participation in the programme.		Programme Guides, Training materials	This is vital to the quality of our programmes
Work with Risk Manager to plan programmes, assess site and activities to ensure that CISV International rules are followed (including Health and Legal Forms, dealing with any incidents).		Programme Guides, Info File C-03 and Section N, Health and Legal Forms	
When hosting, provide support to the staff team when needed before, during and after the programme.		Programme Guides, Regional Delivery Team for Educational Programmes, IO	
Work with the Training Coordinator to ensure that follow-up evaluation is conducted with participants, parents, leader and staff after participation in the programme.		Programme Guides, evaluation materials	This is vital to the quality of our programmes
Coordinate with the relevant parties in your NA to ensure that all programme forms and reports and any other official documentation are submitted to the International Office and/or other NAs on time.		Programme Guides, Info File, Official forms on <a href="http://www.cisv.org">www.cisv.org</a>	e.g. PDPEF, Host and Participant Data Sheets, Travel Form
Ensure that the programme rules and guidelines are respected.		Programme Guide, Info File C-03	
Liaise with the relevant Regional Delivery Team for Educational Programmes and International Office as needed:  <a href="#">Regional Delivery Team for Educational Programmes (Americas)</a> <a href="#">Regional Delivery Team for Educational Programmes (Asia-Pacific)</a> <a href="#">Regional Delivery Team for Educational Programmes (Europe, Middle-East and Africa)</a>		IO Update, IO and programme web pages on <a href="http://www.cisv.org">www.cisv.org</a>	

## RELATED DOCUMENTS

It will be helpful to view this document together with:

- Terms of Reference - Regional Delivery Team - Educational Programmes
- 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).