



## TERMS OF REFERENCE: CISV International Honorary Counsellor

### ROLE

Honorary Counsellors share their expertise and global perspective for the benefit of CISV.

#### Responsibilities

- Uphold and work to support the mission, values and vision of CISV International
- Uphold, operate under and ensure compliance with legal requirements and CISV International Constitutional documents, policies and rules
- Protect the reputation of the organization
- Honorary Counsellors may be asked by CISV International to assist in ways such as:
  - Mediate disputes
  - Serve as advisors on particular issues
  - Serve on or coordinate special taskforces
  - Serve a specific role at CISV meeting or event
  - Represent CISV as needed with other organizations and media and serve as ambassadors of the organization.
- Honorary Counsellors will:
  - Be aware and stay informed about official CISV correspondence
  - Cooperate with the CISV International Board, Committees, Teams and Office as needed
  - Have priority registration for all Global Conferences
  - Receive all official CISV correspondence from CISV International (that is sent to National and International Junior Branch Representatives)
  - Report as needed to the Board and/or Secretary General regarding a particular role they have been asked to serve

### ELIGIBILITY AND KEY COMPETENCIES FOR THE ROLE

#### General

- Any person who has at least 15 years of experience working in CISV International at a high level may be nominated to the position of Honorary Counsellor.
- Honorary Counsellors are elected by the Members of CISV International to recognize their distinguished service to CISV International.
- Honorary Counsellors should be individuals with significant experience in the administration of CISV International who have decided to reduce their level of active participation in the work of CISV International.
- They are elected so that their expertise and global perspective can be shared for the benefit of CISV.
- This honour should be limited and granted only after careful consideration, in order to guarantee that it remains a position of respect and importance in the CISV family.
- The organization should regularly consider the role and appointment of Honorary Counsellors

## **Qualifications**

To be eligible, a person must have at least 15 years of experience working at a high level of CISV International.

### **Essential Attitudes, Skills and Knowledge:**

Honorary Counsellors of CISV International are expected to demonstrate the following personal competencies and the ability to apply these to assist the organization:

- Commitment to CISV's mission, vision and values
- Knowledge and experience of CISV and/or other relevant knowledge/experience
- A strong sense of responsibility and accountability.
  
- Ability to think and apply knowledge analytically and strategically
- Ability to keep mission-focused
- Ability to think creatively
- Ability to think and act proactively
- Ability to exercise sound judgement
- Willingness to make and/or uphold collective decisions
- Commitment to continuous improvement.
  
- Ability to mentor, train and/or advise
- Ability to work effectively in a group, as part of a team
- Ability to work in a multi-cultural and multinational context
- Willingness to listen and learn
- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to challenge constructively and ask questions appropriately
- Ability to manage difficult and/or challenging situations
- Ability to maintain confidentiality on confidential and/or sensitive information.

## **ELECTION PROCEDURES**

### **Nomination**

- An individual must be nominated by at least three National Associations.
- The nomination should be made as a motion, in line with the procedures relating to motions\*
- Specifically, National Associations must submit the motion in draft prior to Regional Meetings in order to be included in the voting that year.
- A nomination motion must contain biographical information about the nominee, including history of CISV involvement.
- Before submitting the nomination, nominating National Associations must ensure that the person agrees to be nominated and to serve as an Honorary Counsellor if elected.

### **Voting**

- Voting on whether or not to elect the nominee will take place in the same forum and using the same method as decisions on other regular motions.\*
- In order for the nominee to be elected, the motion must pass with a 2/3 majority.

\*(see CISV International Rules of Procedure for Member Meetings and Voting)