

Role Profile for CISV International Committee Chairs

The Committee Chair is a Governing Board Trustee and is a pivotal link between the whole Board and the Committee.

Accountability

The Chair is responsible for the output of the Committee and reports to the Governing Board.

Cooperation with Senior Manager

Effective cooperation between the Chair and Senior Manager is essential.

- The Chair will work closely with the Senior Manager(s) who is a member of the Committee and has a coordinating role.
- The Senior Manager will assist the Chair in the tasks below, developing the Committee's meeting agendas and action plans and in coordinating the Committee's work.

Responsibilities

- Plan and lead Committee meetings
- Assign responsibilities and tasks to Committee members
- Convene and serve on selection panels to recruit any new Committee members
- Monitor the Committee's progress and help it to review and adjust action plans as needed
- Help Committee members to resolve any conflicts among them or between Committee members and other persons.
- Address any performance issues within the Committee
- Arrange for the Committee to evaluate its work at the end of each work year (or at the completion of a project) to determine whether the Committee achieved what it had set out to do and what worked/what didn't
- Serve as the liaison between the Committee and the Governing Board
- Ensure that the Board is kept informed of the work of the Committee and that appropriate reports are submitted to the Governing Board
- Ensure that any matters that require Governing Board decision are referred to the Board with necessary backing information.

Recommendations

Where possible, a person should have served a year on the Governing Board before becoming a Committee Chair. (For the first Governing Board, it is recommended that only people serving for at least two years be appointed as Committee Chairs.)

It is desirable that Chairs serve as Chairs for at least 2 years in order to provide some stability.