

ROLE PROFILE FOR CISV INTERNATIONAL REGIONAL COORDINATORS

The Regional Coordinators are a pivotal link between the Regional Delivery Team and the Committee as well as between the Region (its NAs and Chapters) and CISV International.

Accountability

The Regional Coordinators are responsible for the output of their Regional Delivery Team and report to the Senior Manager (and by extension to the Committee)

Relationship with Senior Manager

Effective cooperation between the Regional Coordinators and Senior Manager is essential.

- The Regional Coordinators will work closely with the Senior Manager(s) who is a member of the Committee and has responsibility for implementing work of the Committee (as approved by the Governing Board) through the Regional Delivery Teams.
- Based on the plans approved by the Board, the Senior Manager will manage the Regional Coordinators, provide guidance, support and evaluation to assist the Regional Coordinators in fulfilling their role.
- The Senior Manager will assist the Regional Coordinators in developing the Team's meeting agendas and action plans, selecting Team members and in monitoring progress and will also provide support as needed to the Regional Coordinators in managing the work of the Team.
- The Senior Manager is the primary avenue of communication between the Regional Team and the Committee, but will work with the Regional Coordinators to ensure that the Regional Coordinators are involved in communication as needed.

Relationship between the two (co)Regional Coordinators

- The Regional Coordinator should both be involved in all major discussions with the Senior Manager and projects
- The two Regional Coordinators should support each other and divide tasks between them fairly and effectively
- The Regional Coordinators must arrange their time so that if one is away or unavailable for more than three days, the other can provide at least some coverage.
- If only one of the Regional Coordinators is funded to attend a Meeting, work together and with the Manager to determine which one will attend. It is encouraged that Regional Coordinators take turns attending.
- Both Regional Coordinators must be kept up to date and involved in all areas to the extent that, should one of them have to step down or take a prolonged absence, the other can step in and be reasonably informed and effective

Responsibilities

- Plan and lead Team meetings
- Assign responsibilities and tasks to Team members
- Convene and serve on selection panels to recruit any new Team members
- Monitor the group's progress and help the group to review and adjust action plans as needed

- Help Team members to resolve any conflicts among them or between Team members and other persons.
- Address any performance issues within the Team
- Work with the Senior Manager to arrange for the Team to evaluate its work at the end of each work year (or at the completion of a project) to determine whether the Team achieved what it had set out to do and what worked/what didn't
- Work with the Senior Manager to contribute to liaising between the Team and the Committee
- Ensure that the Senior Manager is kept informed of the work of the Team and that appropriate reports are submitted to the Senior Manager for the Committee
- Work with the Senior Manager to determine which matters require Committee decision and ensure that they are referred to the Committee with necessary backing information
- Participate in regular communication with counterparts in other Regions. (This will largely be facilitated by the Senior Manager)
- In each Region, the Chapter Development Regional Coordinator will take on a coordinating role for all the Regional Coordinators in that Region. This role is not one of oversight or management, but is rather a commitment to organizing and ensuring regular and effective meetings or other communication among the Regional Coordinators within the Region. This role is essential in ensuring that the Regional Coordinators are kept informed of work in other areas, are able to identify what affects their areas and how they may need to contribute to other areas and for generally encouraging the Regional Coordinators to work as a team for the benefit of the Region and CISV International.

Recommendations

Where possible, a person should have served on a Regional Team before becoming a Regional Coordinator.