



**Committee & Board Position Information sheet  
Northeast Ohio Chapter CISV**

**Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Employer:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**PLEASE SELECT A MINIMUM OF THREE (3) POSITIONS AND/OR COMMITTEES, IN ADDITION TO #21 ON WHICH ALL ARE EXPECTED TO SERVE, PERMITTING US TO FINALIZE TWO (2) FOR THE COMING YEAR.**

**ELECTED POSITIONS**

The elected positions of President, Vice President, Secretary, Treasurer and Member-at-Large are for a term of two (2) years with the option to run for a second term. The National Trustee and the National Trustee-Elect terms are for three (3) years. All elected positions are expected to attend all board meetings.

**1. ( ) PRESIDENT:**

- a. Prepare agenda and preside over Board meetings.
- b. Serve as ex-officio member of all Standing Committees.
- c. In consultation with members of the Executive Board, appoint chairs of all Standing Committees.
- d. Serve as liaison between CISV/USA and the local Chapter.
- e. Plan, develop, and organize a calendar of events for the ensuing year.
- f. Complete and submit reports to national as required by the required deadlines.
- g. Attend National meetings (NBM, Chapter Development)
- h. Develop a "division of responsibility" with the vice president with respect to standing committees

**2. ( ) VICE-PRESIDENT:**

- a. Report to the President of the Chapter.
- b. Assist President with duties.
- c. Perform all duties of the President in his/her absence.
- d. Develop a "division of responsibility" with the president with respect to standing committees

**3. ( ) RECORDING SECRETARY:**

- a. Report to the President of the Chapter.
- b. Consult with committee chairs for reports, as well as items to be placed on the agenda of the next Board meeting.
- c. Record all Board meeting minutes and forward minutes and Treasurer's report to the National Office of CISV, the National President of CISV, and the Chapter liaison to the National Board.
- d. Send out board meeting reminders and consult with committee chairs for reports.
- e. Consult with the President of the Chapter in preparing an agenda for each Board meeting to be given to all members of the Board.
- f. Maintain a file of all minutes, agendas, and correspondences.

**4. ( ) CORRESPONDING SECRETARY:**

- a. Report to the President of the Chapter.
- b. Responsible for general Chapter correspondences.

**5. ( ) TREASURER:**

- a. Report to the President of the Chapter.
- b. Consult with committee chairs for reports , as well as items to be placed on the agenda for the next Board meeting.
- c. Oversee all committees under the division of Treasurer.
- d. Plan, develop, and organize a calendar of events for any financial undertakings during the year.
- e. Have a Treasurer's Report prepared, with copies for the members of the Board of Directors, at all Board meetings.
- f. Pay all bills upon approval of the majority of the Board.
- g. Maintain all financial records according to the National Organization.
- h. Work with the Village, Interchange, Seminar Camp, Summer Camp, etc., for any and all financial statements and records.
- i. Work with the Membership Chair to record all dues paid by the General Membership of the Chapter.
- j. Prepare for National audits according to the National Organization.

**6. ( ) NATIONAL TRUSTEE:**

- a. Report to the President of the Chapter.
- b. Act as liaison between Chapter and CISV-USA.
- c. Serve in Chapter positions as requested by the President and/or Executive Board of Chapter.
- d. Attend the National Board Meeting.

**7. ( ) NATIONAL TRUSTEE-ELECT:**

- a. Report to the President of the Chapter.
- b. Act as liaison between Chapter and CISV-USA.
- c. Serve in Chapter positions as requested by the President and/or Executive Board of Chapter.
- d. Attend the National Board Meeting.

**8. ( ) MEMBER-AT-LARGE:**

- a. Identify the resources within the county he / she represents that may be of value to the chapter for purposes of recruitment, fundraising (including grants), networking, etc. Such resources should include, but should not be limited to, schools, churches, like-minded organizations, service organizations, and individuals.
- b. Serve as a "representative" to families and individuals residing in that county who are members of the chapter.

## **APPOINTED (COMMITTEE) POSITIONS:**

Appointed (committee) positions are for a period of one (1) year. At the end of each year individuals may then be requested to serve for the next year. There is no limit as to the number of years an individual may serve unless so stated in the chapter's by-laws. It is highly recommended that committee chairs attend all board meetings.

### **9. ( ) APPLICATION & RECRUITMENT:**

**To plan & deliver informal sessions for the purpose of recruiting candidates to participate in CISV programs. To provide application packets for prospective applicants. To deliver completed packets and appropriate fees to the Selection Committee chair.**

- a. Report to the President or Vice-President as indicated
- b. Work with the PR Chair to develop materials and a plan for recruiting candidates to participate
- c. Update the Program Selection Chair on all applicants and potential applicants
- d. Be responsible to collect and check completed paperwork necessary to apply for a program including applications, membership forms, fees etc. with the exception of reference forms which should be mailed directly to Selection chair..

### **10. ( ) ELECTRONIC COMMUNICATION:**

**To aid in the planning, content selection, and maintenance of a chapter website and oversee all official electronic communication within the chapter.**

- a. Report to the President or Vice-President as indicated
- b. Work with all committee chairs to promote their committee's activity on the website
- c. Keep the chapter's website updated with the most current information (at least monthly)
- d. When requested organize, plan and oversee special electronic communication (blogs, websites, etc.) for programs that are being hosted

### **11. ( ) FUND RAISING & GRANT WRITING:**

**To plan and implement fundraising activities that will raise funds for chapter operations and programs. To aid in the search, writing, and acceptance of grants that will aid the chapter with its operations and programs.**

- a. Report to the President or Vice-President as indicated
- b. Develop and execute a plan for fundraising for the current year and also a five year plan
- c. Work with local grant writers and/or locate, write and submit grants that will benefit local and international programs for our chapter

### **12. ( ) INSURANCE: (POST SELECTION FORMS)**

**To aid the dissemination of information on CISV insurance and the completion and collection of the required forms..**

- a. Report to the President or Vice-President as indicated
- b. Work with National Insurance Chair.
- c. Distribute Insurance forms from National/International to all traveling program participants.
- d. Receive and check all forms from participants for accuracy in a timely fashion before the deadline date to be sent to National.

### **13. ( ) INTERCHANGE SELECTION:**

**To be responsible for the promotion, recruitment, selection and point of contact of the Interchange Program. The chair shall s contact between the two interchanges. The chair and members of the committee shall work closely with the Application and R Committee and the Program Selection Committee. Attend Board Meetings.**

- a. Report to the President or Vice-President as indicated
- b. Obtain and become familiar with the "LIC Survival kit".
- c. Become familiar with the Interchange administrative calendar.
- d. Poll the chapter on future IC's, such as regions of the world, and ages of the youth.
- e. Chair to serve as the direct link to the NIC.
- f. Responsible for filling our the matchbox and submitting it to the NIC BEFORE May 1
- g. Corresponding with and maintaining a good working relationship with the matching LIC.
- h. if no parent is willing, the LIC must be the conduit to the matching LIC
- i. keeping the chapter and EC updated on all goings on with in an interchange
- j. cancel an IC before the deadline
- k. submit to the NIC the notice of selection forms
- l. form a recruiting committee, a selection committee and a home inspection committee
- m. oversee all aspects of current or future IC's
- n. attend the NBM or assign a substitute to attend to keep on any new information

### **14. ( ) JUNIOR BRANCH ADVISOR:**

**To aid in the development of a strong Junior Branch. Advise and cooperate with the JB officers, assist in the planning, organizing and chaperoning of JB activities.**

- a. Report to the President or Vice-President as indicated
- b. Work with the Program and Membership Chairs to obtain names for recent delegates eligible for Junior Branch.
- c. Responsible for the operations of the local Junior Branch as the adult board contact for the Junior Branch.
- d. Assist the youth of the Junior Branch in forming an executive board.
- e. Assist in planning and organizing activities, as well as coordinating local work activities with the adult Board.
- f. Chaperon or arrange for another adult(s) to chaperone activities planned by the Junior Branch.

**15. ( ) LOCAL LEADERSHIP TRAINING:**

**To educate chapter members (especially those on the board), adult leaders, JCs, delegates and families about CISV, train those in leadership positions with the tools they will need to do their job.**

- a. Report to the President or Vice-President as indicated
- b. Make self available to meet with Adult Leaders, Junior Counselor, and Junior Leaders of CISV programs.
- c. Plan local Leadership Training sessions.
- d. The Leadership Training Chair must have completed the most recent National Leadership Training Session for the local Chapter's area.

**16. ( ) MEMBERSHIP & ALUMNI:**

**To plan and implement membership drives to build chapter membership. To manage the membership list and payments for memberships. To aid in formulating and maintaining a list of chapter alumni.**

- a. Report to the President or Vice-President as indicated
- b. Mail letter soliciting memberships in the Chapter in the fall.
- c. Maintain a current listing of all members of the local Chapter.
- d. Mail out reminders about memberships when necessary.
- e. Inform Application & Recruitment Chair and Program Selection Chair of any outstanding memberships of current delegates and their families.
- f. Provide a listing of all memberships by categories, i.e. – Patron/Corporation or Family/Individual.
- g. Work with the Program Selection Chair on new families and delegates selected for CISV programs.

**17. ( ) MERCHANDISE:**

**To aid in the development, purchase, sales, inventory, promotion and storage of chapter merchandise..**

- a. Report to the President or Vice-President as indicated
- b. Responsible for all Chapter merchandise.
- c. Maintain ample inventory
- d. Keep a complete record of all inventories.
- e. Provide information for Chapter members as to what is available, especially for new members/delegates.
- f. Explore new and creative ideas for merchandise, as well as competitive prices for all merchandise.
- g. Maintain an accurate record of all moneys for the Treasurer of the Chapter.

**18. ( ) MOSAIC:**

**To aid in providing a long term educational experience of CISV at all levels. Introduce and involve more people in CISV through community activities and participation.. Seek out and work with like minded organizations in the community.**

**19. ( ) NEWSLETTER & CHAPTER HISTORY:**

**To aid in the formulation, collection of articles, and publishing of the chapter newsletter. To maintain the archive records of the chapter including clippings, records, photos, documents, scrapbooks, etc.**

- a. Report to the President or Vice-President as indicated
- b. Produce at least four (4) Chapter newsletters annually.
- c. Work with all Board members and committees and program participants to gather information for the local newsletter.

**20. ( ) NOMINATIONS:**

**To compile a list of nominees for office (with their consent) for the upcoming year and conduct elections at the annual Spring Social..**

- a. Report to the President or Vice-President as indicated
- b. Form a committee to select candidates to run for the offices of President, Vice-President, Secretary, Treasurer, and one (1) National Trustee (E positions).
- c. Present the list of nominations to the Board for approval.
- d. Present the list of nominations to the general Chapter membership for voting consideration at the Spring meeting of the general membership.
- e. Assist in the installation of new officers at the Fall meeting of the general membership.

**21. ( ) PARLIAMENTARIAN/ BY-LAWS:**

**To see that the bylaws and policies of the chapter and CISVUSA are followed and updated in a timely fashion. To see that meetings and motions adhere to *Roberts Rules of Order*..**

- a. Attend Board Meetings
- b. Report to the President and Secretary of the Chapter.
- c. Periodically review local Chapter By-laws to be certain they conform to National standards.
- d. Work with Chapter committee chairs to determine and present any necessary changes to be considered by the Board of Directors.
- e. Make certain all Board meetings are conducted in proper form and are timely.

**22. ( X ) PROGRAM-HOSTING:**

**To aid in the planning and committees involved in hosting programs. Program hosting such as Village, Summer Camp, etc. involves the membership of the entire chapter to be successful. All members are expected to help.**

**23. ( ) PROGRAM OVERVIEW:**

**This committee shall be chaired by the president. All elected officers shall serve as members on this commit along with the Risk Manager and the JB representative to the adult board. To aid in the initiating, conducting and evaluating all programs and activities engaged in by the chapter pertaining to and being compatible with all CISV International programs.**

**24. ( ) PROGRAM SELECTION:**

**To aid in the pre-selection, selection and follow through of all candidates that are applying for program positions and to aid the delegates in finding and using travel agencies to book travel for programs. If so requested. To make sure that all required paperwork has been completed.**

- a. Report to the President or Vice-President as indicated
- b. Work with the
- c. Develop a good relationship with area news media to assist in future promotions of local Chapter activities and programs.

**25. ( ) PUBLIC RELATIONS:**

**To develop and implement a PR plan for the chapter. To create press releases on chapter programs and activities and send them to local media. To develop a local media list and good relationships with the local media. To keep the community informed about CISV activities.**

- a. Report to the President or Vice-President as indicated
- b. Construct press releases on Village, Interchange, Seminar, Local Work, and Fundraising programs.
- c. Develop a good relationship with area news media to assist in future promotions of local Chapter activities and programs.

**26. ( ) RISK MANAGEMENT:**

**To aid and advise the board on areas where risk may be involved. To work with the National Risk Manager to keep up to date o risk management issues.**

- a. Report to the President or Vice-President as indicated
- b. Keep updated on information from National Risk Management Chair.
- c. Advise Executive Board and Board on Risk Management situations.
- d. Work on the solutions of any Risk problems.

**27. ( ) SCHOLARSHIP:**

**To aid in the selection of qualified recipients. To aid in developing guidelines for awarding scholarships and the raising of scholarship funds.**

- a. Report to the President or Vice-President as indicated
- b. Receive and review all Scholarship applications.
- c. Present recommendations to the Executive Board for consideration.
- d. Inform recipients of decision.
- e. Work with National Scholarship Fund Chair.
- f. Work with Fundraising Chair and Treasurer as to the funding of Scholarships.

**28. ( ) SOCIAL:**

**To aid in the planning and hosting of two required general membership meetings and other social activities in the chapter.**

- a. Report to the President or Vice-President as indicated
- b. Release information to all members of the Chapter for all socials and specific gatherings.
- c. Be present at all activities to organize the events.
- d. Arrange the program for the socials in consultation with the Executive Board.

**29.**

**30. ( ) CHAPTER DEVELOPMENT:**

**The Chapter Development Committee shall be responsible for creating and maintaining a chapter database of current and past members (alumni) including all family members, a running history of the program participants, as well as, people interested in CISV. All should be identified by current groups such as members, board members, youth, adults, etc. This database shall be considered the “official” chapter database.**

- a. Report to the President or Vice-President as indicated