

ROLE PROFILE - NATIONAL ASSOCIATION (NA) REPRESENTATIVE

The NA Representative is a vital link between the NA and International. Your National Association is a Member of CISV International, with all the rights and responsibilities, which are set out in two main documents, the CISV International Articles of Association and the Principles of Membership and Association.

There are important responsibilities you will carry out as NA representative throughout your term. We hope this document will help you clarify how you can accomplish this important role and contribute to building CISV and your NA within a vibrant and connected global organization.

1. KNOW YOUR ROLE AND THE CONTEXT

As the NA Representative, you are the NA's main route for exercising the rights and responsibilities it has relating to the governance of CISV International.

Knowledge and Resources

Familiarize yourself with the basic international structure and the role of the Members. It is really important that you read this document together with the Principles of Membership and Association and the Rules of Procedure, which sets out the mechanics of how meetings, motions and other procedural things work. It is your role to engage with those procedures in order to make sure your NA's views are represented. You can find all the documents mentioned on <http://www.cisv.org/>

Basic Responsibilities

As NA Representative, you:

- represent your National Association in all international meetings, virtual or face-to-face
- cast any Member votes on behalf of your NA, either in person or via electronic means
- are the contact and liaison between your NA and CISV International on any issues that relate to the above
- As any Member may also make a motion for the Governing Board to consider, it would be up to you to prepare such a motion with your NA and send it to the Governing Board and then liaise with the Governing Board and your NA on any follow-up.

Specific issues that you will be asked to address or vote on, on behalf of your NA are set out in the above documents. The most common things to expect to vote on are as follows.

Every year, on behalf of your NA, you will:

- Receive the accounts, including a Trustees' Report
- Be asked to vote to appoint auditors
- Be asked to vote to elect members of the Governing Board;
- Be asked to vote on any other things that come up and are the responsibility of Members

Every few years, overall strategic direction will be approved by the Members and it is likely that there will be consultation with Members on this topic in order to develop any Strategic Plan.

You and your NA have a key role in upholding the vision, mission and values of CISV and ensuring that they are reflected in the general direction of the organization. The "ultimate authority" within CISV lies with the Members who elect or remove the Trustees of the CISV International Governing Board. However, the Members give a clear mandate to the Trustees to govern and the authority necessary to fulfil this duty.

2. THROUGHOUT THE YEAR - show the impact of international decisions on your NA and of your NA's role in the international organization

Keep informed

You have the opportunity to read, understand and ask questions.

- Before every in-person Governing Board meeting, the agenda will be published
- After every Governing Board meeting, there will be minutes published
- Every year, the Members will receive the accounts of CISV International
- Minutes of Committee meetings will also be published
- Minutes of any Members' Meeting will be published
- Information on any candidates for election to the Governing Board will be published
- Any news or big developments in CISV International will be published.

Keep your NA informed and Discuss

- Ask your Board to make sure there is a spot on the agenda of every NA Board meeting for you to provide any updates
- When you know that a vote is coming up (e.g. election of Trustees), ask for more time with your NA Board and make sure to have a full discussion so that you know the views of your NA Board
- Work with your NA to draft and submit motions that you want the Governing Board to consider

Discuss with other NA Representatives

- Use the National Representative e-mail list.
- Use the Member Community page on myCISV to start or participate in discussion forum
- Communicate with the Governing Board, Committees and Regional Delivery Teams

3. MEETINGS AND VOTING – Prepare for, attend and participate in regional meetings, full members' meetings and members' voting

There are two main meetings that you should attend:

A. Annual Regional Meetings

These take place each year, within the region, usually at the same time and place as a Regional Training Forum. The agenda will cover a lot of different things that apply internationally and regionally.

This is a great opportunity to meet the other NA Representatives as well as the various Regional Coordinators in your region. A lot of discussion, consultation and regional planning will take place there, so be sure not to miss this event.

B. Members' Meetings or Voting Outside of Meetings

There will be a formal Members' meeting every three years at the CISV Global Conference. In between Global Conferences, there may be in-person or virtual meetings called. Even if there are no interim meetings, there will certainly be Members' voting each year (this will be done electronically). As the NA Representative, it is up to you to take part and cast votes.

Whichever meeting or vote it is, the basic guidance for you is similar: **Be prepared and participate actively.**

Know the documents for the meeting

- Familiarize yourself with the Rules of Procedures for the meetings
- Read and study all the documents for the meeting
- Take part in any NA Representative Training that is offered at meetings or virtually.

Know your NA's Status

- Familiarize yourself with general NA status
- Make sure that your NA reports as needed to CISV International on its status

Know how your NA feels

- Discuss meeting documents with your NA Board
- Agree on NA position on issues and how you can get NA input during the meeting

Know your authority

- An NA representative must have some authority to make independent decisions on things that may arise during meetings – Agree with your NA Board on the parameters of that authority

Discuss, Learn and Consider

- Use the NA Representatives' email list, the Community page on myCISV, communication with the Governing Board, Committees and Regional Delivery Teams
- Participate actively in discussions at meetings
- Ask Governing Board, Committees and IO to explain things in their reports if you feel they should
- Take part in any educational workshop
- Ask for clarifications if you are unsure of procedures
- Ask questions when needed
- Take notes
- Take time to have some fun at meetings, see old friends and make new ones

Vote

- Vote on motions and other matters that may be presented to you for consideration

Minutes

- Make sure to read the minutes of the Members' Meetings when they are published.
- Send in any official Ballot Form to say whether you approve the minutes as an accurate record of the meeting or suggest and make corrections

4. SELECTING AND APPOINTING AN NA REPRESENTATIVE

It is up to NAs how they select and appoint their NA Representatives, but here are some guidelines we suggest that NAs may wish to consider.

Once the person is appointed, the NA Secretary must indicate the name of the NA Representative within the NA-Chapter Officials Directory on myCISV. It is the individual's responsibility to keep their contact details updated on myCISV as all communications from CISV International will be sent to the address indicated there.

Attitudes, Skills and Knowledge NAs will want to look for in an NA Representative:

NA Representatives would be expected to demonstrate all of the following personal competencies and the ability to apply these to the needs of his or her NA and understanding the impact of the decisions made on your NA and of your NA's role in the international organization

- Commitment to CISV's mission and values
- Knowledge and experience of CISV
- Knowledge and experience of his/her own National Association, as a member of the NA Board
- Ability to serve as NA Representative in accordance with the rules and procedure of his/her own National Association

- A strong sense of responsibility and accountability
- Ability to think and apply knowledge analytically
- Ability to keep mission-focused
- Ability to think creatively
- Ability to think and act proactively
- Ability to exercise sound judgment
- Ability to read documents in English
- Willingness to make and stand by collective decisions, whether the NA Representative was in favour of them or not, including those which may be unpopular
- Commitment to continuous improvement
- Ability to work effectively in a group in-person and virtually
- Ability to work in a multi-cultural or multinational context
- Willingness to listen and learn
- Ability to communicate clearly and sensitively and to take an active part in discussions, whether “in-person” or “virtually”, largely in English
- Ability to manage difficult and/or challenging situations

Membership

An NA Representative must be a member in good standing of the relevant NA or one of its Chapters.

Age requirement:

An NA Representative must be at least 18 years of age.

Time Commitment:

We suggest that each person be appointed for a period of 3 years, so that each NA Representative can be present at a Global Conference during his/her term.

NA Representatives must have the willingness and the ability to devote the necessary time and effort for the following:

- Must be available to attend at least one (1) meeting within the Global Conference, every three (3) years;
- Over the year, it is anticipated that there may be virtual meetings when necessary and properly called for, in accordance with the Rules of Procedure;
- Each NA Representative must also represent his/her National Association in Regional Meetings, once every year;
- Must be available to give his/her opinion on certain issues that may be discussed by all the other NA Representatives within the year;
- To vote for his/her National Association, the NA Representative must keep abreast of developments within CISV by reading emails, participating in discussions online and the like.