



## CISV INTERNATIONAL TERMS OF REFERENCE

### INTERNATIONAL JUNIOR BRANCH TEAM

The IJB Team is responsible for overseeing the growth and development of all Junior Branches in CISV International. The IJB Team consists of the International Junior Representatives, JB Representatives on the Standing Committees of CISV and specialised members that focus solely on IJB and the IJB Team. The CISV Junior Branch Regional Teams are the “arms” of the IJB Team, working similarly to the Regional Delivery Teams of CISV International.

**Note.** The IJB Team is not a Committee of the CISV International Governing Board (“Board”) but has a similar direct reporting relationship to the Board. The IJB Team is responsible for input to the Governing Board on policy, standards, strategic development and monitoring International Junior Branch.

#### **RESPONSIBILITIES:**

This team has the primary responsibility for the oversight and building of capacity of all CISV Junior Branches to ensure quality of educational content, enable organisational development and maintain sustainable growth.

#### **Policy & Rules**

##### **Develop and uphold standards for all Junior Branches:**

- Encourage all Junior Branches work consistently towards established goals, criteria (Essentials) and standards for Junior Branches
- Regularly evaluate progress and work against the Junior Branch goals, using results to strategize for the future
- Work with the Governing Board and Standing Committees to ensure consistency in policies and rules across all areas
- Identify key policy issues and key risks relating to Junior Branch
- Keep abreast of developments in the field and in similar organisations relating to youth organisations and educational opportunities

#### **Strategy for Development**

##### **Develop and uphold strategies for the improvement and growth of Junior Branches:**

- Develop and propose strategies for the improvement and development of Junior Branches, including Junior Branch events and activities.
- Give input as needed on international fundraising initiatives
- Ensure quality and development of educational content within Junior Branch Events and Activities
- Develop strategies and plans for the growth of Junior Branch at all levels
- Develop training for Junior Branches to better work towards goals
- Ensure successful integration, delivery and development of Junior Branch events and meetings
- Ensure that Junior Branches are appropriately allocating human, financial, and other resources for infrastructure and development
- Work with the Governing Board and Standing Committees to ensure that strategies and plans are consistent with strategies and policies across all areas

## Materials

### **Develop and maintain effective materials for all Junior Branches:**

- Develop and review resources designed to develop International Junior Branch and CISV
- Develop and maintain high level materials relating to CISV educational principles

## Training and training materials

### **Develop and maintain content for Junior Branch training:**

- Develop and maintain training content for Junior Branch, including a clear statement of training goals, standards and curriculum
- Ensure that those who deliver Junior Branch training and support have the necessary knowledge and training to fulfil their roles

## Monitoring, Evaluation & Risk Management

### **Enable Junior Branches to develop content and evaluation methods, and enable them to implement these.**

- Establish methods of evaluation
- Ensure that all Junior Branches and Junior Branch Events are evaluated in line with the agreed system (Info File J-02: Junior Branch Events Definition and Approval)
- Regularly evaluate the quality and effectiveness of Junior Branch materials and resources
- Refer all incidents, issues and formal complaints to the International Risk Manager and cooperate with them in the investigation of these matters
- Implement any actions/sanctions decided on by the Governing Board

## WORKING RELATIONSHIPS

### Chair

The Chair of the International Junior Branch Team are the two International Junior Representatives (IJRs). The Chair oversees the work of all members in the team, is responsible for the output of the Team and, as Members of CISV International, represents CISV Junior Branch in all CISV International matters. Please refer to Info File O-15A for more information about the IJRs.

### Reporting

JB Team members, via the IJRs, report to the Governing Board.

JB Representatives, as Committee members, are jointly responsible to the Chair of that Committee and the IJRs, but they are ultimately responsible to the IJRs.

### Governing Board

One member of the Governing Board is the liaison for Junior Branch. As such this Governing Board Member works in close relationship with the IJB Team as well as the IJRs and the Regional Teams. Its role is to support International Junior Branch's development and advocate on its behalf among the Governing Board. Please refer to the Governing Board Terms of Reference for more information.

### Senior Manager

A Senior Manager will also sit on the Team and will act as a mentor, advisor and support from the International Office.

**Note:** The two International Junior Representatives (IJRs) will chair the IJB Team. The roles of the International Junior Representatives as Chairs of the IJB Team and of the Governing Board member and Senior Manager as mentors are to preserve youth leadership within Junior Branch.

### Junior Branch Regional Teams

Regional Teams and IJB Team will work very closely and a two-way communication is crucial to ensure all responsibilities are followed. It is important that IJB Team

work is based on Regional Teams' needs. Please refer to the Regional Teams Terms of Reference for more information.

JB Regional Teams work closely with the Regional Coordinators for each of the other committees to support the growth and development of National and Promotional Associations and chapters.

### **Junior Branch Working Groups**

Working Groups (WGs) are open spaces for any JBer who wants to contribute to International Junior Branch. All WGs will have a liaison from the IJB Team, whose job it is to share relevant resources and information from IJB, encourage the group to work, guide them during the process and avoid duplicating the work of other WGs.

### **Junior Branch Review Team**

IJB Team members are expected to follow the work of the Junior Branch Review Team (public report, meeting minutes ...).

It is also expected that IJB Team members give input and ideas on any innovation or big changes to Junior Branch and its role in CISV International. This will be done through feedback given to the Junior Branch Review Team. Please refer to Mandate of the JB Review Team 2015–2017 for more information.

### **Other Committees**

The IJB Team will have at least one member in each of the five Committees which will act as full Committee members. Apart from the responsibilities and tasks as committee members, they will have the mandate to have CISV Junior Branches at the heart of all the work. Their role is to be a point of communication between the IJB Team and the Committees, to ensure cooperation and the sharing of best practices.

JB Representative on the Training & Quality Assurance Committee:

- Develop and share tools that will be beneficial for IJB
- Encourage the development of JB trainers in the organization
- Develop and share evaluation tools that will be beneficial for JB and the rest of the organization
- Ensure content of training in Junior Branch and the rest of CISV trainings are not being unnecessarily duplicated"

JB Representative on the Educational Programme Committee:

- Encourage cooperation between IJB and the different CISV Programs
- Share and develop joint tools and activities for Junior Branch and programmes"
- Make sure that there are cooperation and synergies between Junior Branch and Educational Programme Committee when developing content area material.

JB Representative on the Resources & Infrastructure Committee:

- Ensure that the needs of International Junior Branch Budget are advocated for and communicated effectively with the rest of the Resources and Infrastructure Committee
- Manage over the access to CISV SharePoint site of International Junior Branch members
- Work to set in place the practice of Cost-Sharing for various International Junior Branch events

JB Representative on the Chapter Development Committee:

- Advocate for Junior Branch as a component of healthy chapter development
- Support struggling JB's and/or JB's
- Develop tools for chapter growth and development that consider and utilise

Junior Branch both as a mechanism for growth, and as a component of chapter development

- Share successful tools that have helped in the development of Junior Branches
- Ensure that a healthy Junior Branch is considered as a priority for overall healthy development of chapters

### Consultation

It is essential that the Team conducts effective consultation with members in order to do its work. Regional Delivery Teams and Regional Junior Branch Teams will be an important part of this two-way communication.

### Meetings

In order to facilitate effective cooperation, the Team is expected to meet once a year at the same time as the Governing Board and the Standing Committees. It is important that members of the Team try to be present during the International Junior Branch Conference and Regional Junior Branch Meetings to foster communication and cooperation with members from the CISV Junior Branches.

## KEY COMPETENCIES AND CONDITIONS

### Attitude

- Commitment to CISV's mission and values
- Willingness to cooperate with other parts of CISV International
- Have a strong sense of responsibility and accountability
- Willingness to listen and learn
- Willingness to have all CISV Junior Branches at the heart of their work and decisions
- Willingness to raise the profile of Junior Branch and CISV
- Willingness to regular communicate and spread the work of individual JBs and IJB
- Willingness to pass relevant information from the IJB Team to the JB Regional Teams, National and Local JBs.

### Skills

- Ability to work effectively in a group
- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to challenge and ask questions constructively
- Ability to think and act proactively
- Ability to exercise sound judgement
- Ability to work in virtual teams
- Commitment to continuous improvement

### Knowledge

- Knowledge of CISV and our educational principles
- Understanding of CISV organizational structure
- Understanding of the structure and activities of IJB
- Understanding of the importance of communicating an accurate vision of JB and CISV

#### **The following expertise needs to be present in the group, though not in each member:**

- Experience in developing training content and curricula
- Ability to use social media
- Ability to manage technical tasks relating to websites, programs, etc.
- Ability to create innovative materials in line with content areas
- Ability to recommend different educational tools to JBs based on their needs

and requests

- Ability to connect needs of JBs with available trainings

## **Term and Time**

Team member (other than the Chair, Trustee and Senior Manager) will be appointed for a minimum of 2 years and a maximum of 3 years. Each person may serve up to 2 full terms in the same position. After such time, they must retire from that position for a minimum of 3 years.

After finishing their position term, Team members are expected to remain available for support until December 31st following their announcement in order to ensure continuity. New Team members are taking on their position on the date announced by the International Junior Representatives. Until 31 December following the announcement of their position, new Team members are supported by the previous Team member in this position

Membership in this Team is a responsible position. Most work will be conducted virtually and Team members are expected to participate in virtual meetings and work independently. It is also anticipated that the Team will meet once per year and all members would be expected to attend.

The number of Specialist members will vary between four and six. The IJR, in consultation with the current members, will consider the number of Specialists needed for the next year at the end of each term. ASK will be outlined at the beginning of the selection process based on the IJB needs for the year.

## **Selection of Personnel**

The IJB Team of CISV International is chaired by the International Junior Representatives. Elections and Procedures of the IJR can be found in Info File 0-15A.

The assignment of the Governing Board Trustee will be made by the Governing Board. This decision should take into consideration the terms and turnover of the Governing Board Trustees.

The Senior Manager is assigned to the Team by the Secretary General, in consultation with the IJR.

The process for selecting specialized members of the IJB Team is carried out by the IJR.

The process of selecting the JB Representatives who will sit in the Standing Committees of CISV International is led by the IJR, in consultation with the Chair of the respective Committee and the Senior Manager and Trustee members of the IJB Team. The decision of the IJR must be approved by the Governing Board.