

**Europe, Middle East & Africa Junior
Branch
Team Role Profile**



CISV International
Europe Middle East & Africa Junior Branch
Building global friendship

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Europe, Middle East and Africa Junior Branch Team Role Profile

The Europe, Middle East and Africa Junior Branch Team (hereafter referred to as the EJB Team) coordinates and supports the member Junior Branches in working towards the International Junior Branch goals. The EJB Team decides how their work will be structured to best support member Junior Branches.

The EJB Team consists of 4 people. 2 new members are elected each year to replace the 2 outgoing members. Each member serves two years. This creates an overlap in the team in order to create continuity.

The role includes a number of sub-roles and tasks that are outlined below:

Europe, Middle East and Africa Junior Branch Meeting (hereafter referred to as EJBM) and the Big Europe, Middle East and Africa Annual Meeting (hereafter referred to as BEAM)

The EJB team is in charge of the region's annual meeting for JBers.

N.B: EJBM takes place jointly with the National Representatives meeting for the Europe, Middle East, Africa region. Therefore the EJB Team shall plan the meeting in coordination with the Conference and Events Regional Coordinator and all other Regional Coordinators (ReCos) involved in the planning.

Tasks include:

- Ensuring that all relevant pre infos are created and provided to the region and coordinating the promotion of the meeting
- Facilitating the application process
- Communicating with the Homestaff both before and during EJBM and BEAM
- Reviewing previous EJBM evaluations
- Ensuring quality in planning and facilitation of EJBM
- Meeting before EJBM to finalize planning
- Evaluating planning during EJBM
- Promoting and facilitating elections for EJB Team and the next EJBM hosting country
- Ensuring that all official procedures are followed at EJBM
- Evaluating planning and content after EJBM and BEAM

- Communicating with the ReCos before the meeting to coordinate the common content of the two meetings
- Communicating with other planners involved in the meeting (e.g. Governing Board and International Office)
- Communicating with International Office before the meeting to coordinate the application process, info packs, deadlines etc.

International Junior Branch Team

As a regional team the EJB Team is responsible for liaising with the International Junior Representatives (IJRs), the International Junior Branch Team (IJB Team) and other regional teams - America's Junior Branch Team (AJB Team) and Asia-Pacific Junior Branch Team (APJB Team).

Tasks include:

- Encouraging JBers to be an active part of International Junior Branch i.e. attending International Junior Branch Conference (IJBC) and Global Conference (GloCo)
- Playing an active role alongside the International Junior Branch Team and its work
- Acting as a link and a voice for the region to the International Junior Branch
 - Passing on any materials/information we get from International Junior Branch that is relevant to JBers
 - Passing on any ideas or questions from JBers to International Junior Branch
- Encouraging International Junior Branch involvement
 - Actively promote involvement of JBers from the region in all levels of International Junior Branch

Communication

Regional

The team is central in sharing information with JBers in the region and keeping the Chapter Members and CISV International updated on what we are doing.

Tasks include:

- Coordinating the region, being aware of different activities and events.
- Actively promote involvement of JBers from the region in all levels of International Junior Branch
- Meeting regularly with Team members and attend the mid-way meeting
- Being in constant communication with the JBers of the the region
- Being visible to the region and promote the work of the Team using the appropriate mediums of communication such as Social Media and and the CISV international webpage
- Ensuring that all JBers are aware of available resources and sharing all tools with them
- Ensuring proper distribution of information to all relevant parts of the organisation

International Junior Branch

It is important that the team is aware of what is happening on the International Junior Branch level too.

Tasks include:

- Communicating with the other Regional Teams
- Staying in contact with International Junior Representatives
- Staying in contact with the IJB Team

External Communication

It is important to be in constant communication with other sections of the organization to help raise the profile of European Junior Branch (EJB)

Tasks include:

- Staying in contact with the Europe, Middle-East and Africa (EMEA) Coordinators from Regional Delivery Teams
- Ensuring a good communication with Europe Middle-East and Africa Coordinator from Chapter Development Regional Delivery Team
- Staying in contact with the Senior Management Team, the International Office and the Governing Board if necessary

Evaluation

To make sure we are working efficiently as a team we are constantly evaluating why and how we do things.

Tasks include:

- Evaluating the Team, the region, our neighbourhoods and our Year Plan
- Evaluating EJBM
- Creating a common strategic evaluation process as well as developing methods*
- Creating documentation strategies to ensure proper handover to the new team members (this is considered a particularly important task)

Trainings and Projects within Europe, Middle East and Africa Junior Branch

There are many trainings and projects that happen within the region. The team should try and monitor regional development and keep training and project standards high.

Tasks include:

- Ensuring the quality of all workshops and projects** within the Region
- Ensuring growth and development in terms of amount of workshops and trainings

Strategizing

The team should create a strategy for how they will be working throughout the year. This should include a vision for Europe, Middle East, Africa Junior Branch and a breakdown of tasks and roles.

Tasks include:

- Create and distribute a year plan
- Create the EJB Goals based on the needs of the region and renew them every year
- Update and review the year plan throughout the year according to the needs of the region

Europe, Middle East and Africa Junior Branch Community Feeling

To keep the region strong the team should try and create a community feeling throughout the year.

Tasks include:

- Promoting a community feeling within Europe, Middle East and Africa Junior Branch and encourage JBers to be active within the region
- Promoting inter-JB interaction and cooperation throughout the region

Budget

The team forms a request to the IJRs breaking down all the budget lines to get funds for meetings, workshops and other kind of projects. However, the Resources and Infrastructure Committee finally decides the allocation of funds granted to Europe, Middle East and Africa Junior Branch.

Notes:

*To be applied to both the activities of the team, the workshops in the neighborhood and in the region

**By supporting them in terms of content, evaluation and when needed logistics