

EXC- 020 MOTION FOR SI GA 2015

Subject Working Group: Technology - Future

Title of motion

Rewrite Servas International Host List Coordinator Job Description

National secretary and national member group proposing motion

EXCO-motion proposed by the Host List Coordinator

Summary of the motion

Rewritten duties and responsibilities and a new name for the Host List Coordinator:
ServasOnline Coordinator.

Background information and reasons for proposing the motion.

The duties and responsibilities of the Host List Coordinator are described in the Statutes as:
The HLC shall: a. collect orders for host lists and notify national groups of these orders; b. receive and distribute host lists for certain national groups as appropriate; and c. produce and distribute host lists for certain national groups as appropriate.

This description has to be rewritten: 1. because there are only eight countries who will print and send host lists upon request (through Dolphin) and 2. because there are new duties and responsibilities linked with the ServasOnline System Project.

According to the Statutes an affirmative vote of at least two thirds of those present and voting at the GA is needed, provided that this motion is given to the delegates at least three months before the GA at which it will be voted on.

Likely benefits for Servas International and national groups if the motion is passed.

Updated description in the Statutes of a member of the Executive Committee (EXCO) linked to the Servas Online System Project.

Resource implications if the motion is passed in terms of time, human resources and specialist expertise.

The ServasOnline Coordinator

- shall encourage the use of the website of Servas International
- shall be responsible for the administration of members in countries with and without member groups in cooperation with the Development Committee
- shall represent the interest of web masters of national groups in the Executive Committee
- shall be responsible for the communication with Servas International members
- shall be responsible for the editing and (changes of design) of the website of Servas International, within the limits of a budget. Adequate financial resources should be allocated by the General Assembly

- shall appoint an assistant between 18 and 30 at the time of the appointment whenever possible.

(This text will be in part VII.6. 'Duties and responsibilities of Officers' of the Statutes.)

More about the ServasOnline Coordinator:

Team work – While the ServasOnline Coordinator has his/her own specific responsibilities, EXCO as a group make all decisions related to the day-to-day running of Servas International between GA's. Therefore, it is crucial that the ServasOnline Coordinator has the ability to work in a team, and to learn about and contribute to all subjects and issues that arise.

Normally, the team aspect of the EXCO position is larger than the individual responsibilities.

Availability – The position of ServasOnline Coordinator is an ongoing responsibility, and takes a lot of time. There is a requirement to access communications regularly, be available for meetings at quite short notice, and generally to have time in their life to commit to Servas. While this may sound extreme, it is the current reality. Since EXCO cannot rely on finding other volunteers to do tasks, EXCO ultimately is responsible for everything mandated by the GA, and all issues that may arise.

Openness and Trust – The ServasOnline Coordinator must work with every other EXCO member to run Servas International. This requires openness and early identification of times when they are unable to manage their tasks or contribute to the group decision-making. The remaining EXCO members will handle responsibilities for the EXCO member who is unavailable if necessary. If the ServasOnline Coordinator sees that it is not possible for him or her to fulfill his or her role, this also needs to be discussed with the other EXCO members. And if he/she sees that one member is not managing to contribute as necessary, he/she needs to openly address that situation.

Personal Responsibility – The ServasOnline Coordinator is a volunteer. If he/she sees that he/she cannot fulfill his/her specific role and also the role of participating in EXCO decision-making (either for a short time, or permanently), it is very important that he/she takes personal responsibility for this, and take steps to resolve the problem, working with the other EXCO members. This could be by taking a leave of absence or resigning, by enlisting help, or by rearranging his/her personal life to allow him/her more time for his/her Servas responsibilities.

What are the budget implications, if any, of the motion for Servas International and for national groups in the short and longer term?

None, except the budget implications because of GA-decisions or decisions by Distant Vote Decisions, like e.g. Decision 7 'To authorize SI EXCO to recruit a web designer to create a unified design standard for all Servas International web sites (including servas.org, siexco.org, ServasOnline and servasyouth.org).' and decision 10 'To authorize EXCO to contract a computer system administrator, using a transparent recruitment and appointment process, if there are no suitable volunteers available. Max budget CHF1000 per year' (both decisions are from August 23, 2012, General Assembly Poland).

Who should be responsible for the actions arising from the motion in terms of planning, development and management, for example which officer within SI Exco or SI Committee.

See: resource implications.

Would there be implications for the Servas International statutes if the motion is passed?

Yes, the text of VII.6. ('Duties and responsibilities of Officers') has to be rewritten. See 'Resource', italicized text.

What is the likely impact if the motion is not passed?

Servas International will lack an updated description in the Statutes of a member of the Executive Committee (EXCO) linked to the Servas Online System Project.