

USA-002 MOTION FOR SI GA 2015

Subject Working Group: Financial

Title of motion

Accountability required for SI Funding to attend the GA

National secretary and national member group proposing motion

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Summary of the motion

Update/revise/complete as necessary, and Approve all Job descriptions and provide a format for annual reports which document activities, accomplishments (wording from SI FOP) and recommendations related to job description's roles and responsibilities to help determine if GA funding warranted.

Background information and reasons for proposing the motion.

There is a lack of a single site which publishes annual activity reports as required in the Servas International Financial Operating Procedures (FOP), lack of clear alignment of SI FOP with SI Job descriptions, and lack of working knowledge on the part of the GA, EXCO, SI Key Persons and SI committees of these operational documents for an advisory team

SI FOP set forth requirements for the allocation of SI money. The Audit Committee and Auditor review SI money management. However, the 2005 SI Financial Operating Procedures also call for reports of the SI funded activities. The publication of the annual activity reports that are not yet visible to SI members. Without such a site, these funded activities can't be monitored nor discussed.

Without monitoring and discussion to help GA improve its SI operating procedures, there is no clear path for recommendations as to who is funded or not to attend the GA.

The 2005 SI Financial Operating Procedures state in :

Section 4.1 " EXCO officers, Area Coordinators and any other officers that received budgeted funding from Servas International shall submit annual activity and financial reports for publication . . ."

Section 4.23 Funding of Servas officers to the international conference is dependent upon the submission of annually published activity reports documenting their continuing involvement within the two previous years "

Section 2.13: "EXCO should collect recommendations to improve operating procedures ... for GA approval"

At the 2012 GA, there was a big controversy regarding an SI Youth Coordinator seeking GA funding although she had not been active in her SI elected role for the two previous years as required for funding. Several NSs were outspokenly demanding in SI support for her to attend the GA -- even writing motions for a distant vote to obtain funding for her as the named person for SI funding to attend the GA. Their motion was eventually withdrawn. Clearly these NSs were not aware 2 previous years of activity in the job was required for SI funding to the GA . It is not clear whether those requesting and those allocating funds are familiar this 2 year published activity report requirement.

Where can/should the annual activity reports be found? Without a specific site for the publication of

SI Key Persons/ SI Committee Annual Reports, it is not possible to determine what has or has not been submitted prior to the GA. EXCO has requested Annual activity reports each year but it is not known which annual activity reports have come in, for what years and by whom because there is no specific site for annual reports. It should be noted that a No-Report-Received from a funded person or committee should be shown on the publication site each year as well as the reports. The reports are essential for determining whether a person/committee is deemed as complying/not complying with the requirements of SI funding.

No further funding is allowed until their financial accounts have been cleared. In like manner, subsequent SI funding should not be available until the activity reports for publication is submitted along with receipts. It is not clear what the format is for activity reports, if any.

Some SI members have voiced their distress with individuals receiving SI funding to attend the GA , where there is little or no evidence of activity or accomplishments as called for in their job/committee description.

With Job descriptions, SI Statutes, SI Financial Operating Procedures and GA reports now available electronically. It's time to require SI Key Persons and SI Committees to report annually on their specific activities consistent with SI Job Descriptions.

If the SI Job Description were attached as part of the activity report, the activity reports could show compliance or no-compliance with the expectations described in the SI Job Descriptions. For example, the SI Area Coordinator job description calls for "...as a minimum, an annual meeting with National Groups of the area" and " Area Coordinators elected by member groups in their area" Having the SI Job Description linked to the activity report , it would be evident whether the activities were in keeping with the job descriptions. If not, it would be a good opportunity for EXCO member who is responsible for approving AC activity and funding make recommendations as encouraged by the FOP.

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

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

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

None

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.

Identify an Advisory team of 3
>to review if reports exist or not,
>to determine if existing reports document accomplishments in keeping with job descriptions
>to make summary/recommendations to GA , if/how the accomplishments strengthened Servas Locally, nationally or internationally
>to recommend which individuals/committees deserve special recognition
>to review annual reports and make recommendations for updates to Job descriptions, Financial Operating Procedures and/or SI Statutes

Advisory team: Mary Jane Mikuriya, Pablo Chufeni, Pramod Kumar

Measurement: Annual reports to GA of monitoring and compliance with FOP, Job Descriptions, and recommendations for new GA motions for changes

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

No

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

SI Job descriptions and SI FOP are just words