

USA-004 MOTION FOR SI GA 2015

Subject Working Group: Modernization of procedures

Title of motion

SI Job Descriptions

National secretary and national member group proposing motion
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Summary of the motion

Update of SI Job Descriptions to give a truer picture of specific responsibilities , expected outcomes required in the job in order that an annual report of activities and most importantly accomplishments and recommendations can be presented to SI

Background information and reasons for proposing the motion.

<p>In order that annual report of activities and most importantly accomplishments and recommendations can be presented to EXCO and published on the Servas website, up date SI Job Descriptions to give a clearer pictures of specific responsibilities, expected outcomes required in the job. (Some Job Descriptions are too broad such for the Development Committee which has three pages of detailed job expectations while the SI Area Coordinator position is still waiting for the SI Job Description and Statutes Committee to produce a list of functions for the position of Area Coordinator)</p>

It has been the dream of the GA to have job descriptions for some time. Based on GA minutes and Statutes these job descriptions were compiled and are a beginning. Thanks you to the Job Description and Statutes Committee

However, some of the Job descriptions are so vague there would be no way to evaluate what was expected while others job description are clear such as the one for the Audit Committee and Distant Vote Administrator. However, the Job Description for the Development Committee is unrealistically, too broad, being set forth in 3 pages of detailed expectations and the SI Area Coordinator position is still waiting for the 'Job Description and Statutes Committee "' . . . to produce a list of functions for the position of Area Coordinator. . . "'.

It is time to review the Job Descriptions again update with clear expectations that can determine if responsibilities were fulfilled and how well.

Because so much of Servas work is volunteer, it would be nice to recognize some jobs well done . We in Servas need to thank each other more.

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.

Recognize that the job descriptions need some work
Have working groups revise the job descriptions
Seek GA approval of updated job descriptions

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.

GA and Key persons in each job should review and rewrite some of the job descriptions to show clear specific expectations in terms of activities that can be evaluated

Measurement: Job descriptions that are clear, workable and evaluatable for new persons in the SI Position

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?

Lack of clear expectations for the functioning of Servas leadership