

USA-005 MOTION FOR SI GA 2015

Subject Working Group: Financial

Title of motion

SI FOP updated after and before each GA

National secretary and national member group proposing motion
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Mary Jane Mikuriya, National Secretary US Servas
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Summary of the motion

SI Financial Operating Procedures shall be updated after each GA and before the next GA

Add this requirement to the SI Statutes

Background information and reasons for proposing the motion.

The requirements for the financial management of Servas International are found in the March 2005 Financial Operating Procedures and GA minutes since 2005
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For all National Groups and Key Persons to be clear about the common requirements for use of SI funds ,the SI Financial Operating Procedures need to be reviewed and updated after each GA to provide a single source documents for SI Financial Operating Procedure
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Updated SI Financial Operating Procedures need to be translated into Spanish after each update.

This is an administrative (financial management) + communications + add recognition of SI FOP as the FOP for SI as well as the requirement for updating SI FOP before the next GA to SI statutes
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Likely benefits for Servas International and national groups if the motion is passed.

Administration of current ,commonly agreed on rules for SI Financial Operating Procedures

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

Financial expertise – SI Treasurer, Audit Committee
Spanish translation, Communications

Requirements:

- Culling of the GA minutes each year since 2005 and hence forth for approved motions relating to SI financial requirements
- Adding the identified GA motions in language that will be clear, useable and appropriately placed in the living document called SI Financial Operating Procedures
- Dating each version of the SI Financial Operating Procedures to assure the FOP being used is easily identifiable as the current version of SI FOP
- Using the Distant Vote to approve the updated versions of the SI Financial Operating Procedures
- Making Spanish Translations of within 6 months of the Distant vote approved SI Financial Operating Procedures
- E-mailing the updated SI Financial Operating Procedures to all Key Persons and SI Committees for their information and use
- Having SI Financial Operating Procedures on the SI website for easy reference for each person receiving SI funding

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.

EXCO is responsible for providing Servas International members all approved GA motions. Therefore, updating the SI Financial Operating Procedures and amending SI Statutes are the responsibility of EXCO. The Internal Audit Committee can be assigned by EXCO to update the SI FOP between GAs

Approval of the updated FOP will be by distant vote and be the responsibility of the Distant Vote Administrator

EXCO will be responsible for identifying Spanish translators

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

Yes, depending on what was passed by the GA

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

Without a current single source document of financial requirements, SI GA approved motions

relating to financial management since 2005 can unknowingly be ignored by each set of newly elected EXCO, SI Committees and those receiving SI funding.