

I. SI Membership and Technology Secretary

To be presented for adoption by the GA as the replacement role for the Host List Coordinator.

Job Description

Role of the SI Membership and Technology Secretary

RESPONSIBILITIES:

General

- To be involved as an SI Exco member in decision-making on Servas International matters and in implementing the decisions of the SI General Assembly.

Membership

- To maintain an international overview of membership issues and the recruitment of new members
- To promote accuracy and regular updating of members data in ServasOnline and the Dolphin storage area.

Technology

- To be the SI Exco member with overall responsibility for the management of the technology that supports the Membership systems
- To be the SI Exco contact person for technology in Servas.
- To be the SI Exco member with overall responsibility for the management of ServasOnline.
- To be the lead SI Exco member in supporting the work of the ServasOnline team, the Dolphin Team and the ServasOnline Users group.
- To work with others involved in the management of ServasOnline to maintain communication with ServasOnline national administrators.
- To ensure maintenance of a list of key persons in Dolphin Key or its replacement.

Education

- To promote understanding and implementation of ServasOnline.
- To work with the ServasOnline team and others to recruit and support a ServasOnline tutor group.

Practical considerations

- To be able to commit sufficient time to respond to frequent communication by email (regularly receiving in excess of 20 emails per day).
- To have reliable access to a good quality internet connection.
- To be available to participate in SI Exco monthly Skype meetings and annual face to face meetings.

REQUIRED SKILLS, EXPERTISE AND EXPERIENCE

Must be able to demonstrate:

- A high standard of Information Technology expertise and knowledge.
- Competence in written and spoken English.

Should also able to demonstrate:

- Skills in accurate data management.
- An ability to manage large amounts of detailed information.
- Good communication skills and ability to work within teams.

Priorities for 2018-21

- To work with other SI Exco members and SI teams to determine the next stages in the development of ServasOnline.
- To oversee the completion of the transition to ServasOnline.
- To plan for the future of the host list storage area and key person's area currently in Dolphin.
- To develop a new system to check host data reliability in ServasOnline to replace previous host list reliability checks.

II. SI General Secretary

Revised skills and experience required

The focus of the General Secretary's role is communication and process management.

Skills and experience required for the role:

- a) As English is the working language of Servas international the General Secretary must be completely fluent in reading, written and spoken English.
- b) Excellent communication skills in writing, reading and speaking are required.
- c) Ability to manage multiple issues and priorities with attention to detail is also essential.