

DV Nov 2017 Motion for Paid SI Administrator

(Se agregará traducción al español cuando haya recursos disponibles)

To approve the idea of contracting a paid Servas International (SI) Administrator, initially on a trial basis and funded from the SI reserve fund to a maximum of 15,000 CHF in the first year. The aim would be to provide both continuity and administrative support for SI Exco to manage the significant increase in workload in recent years.

Background:

This motion is based on previous GA and SI Exco decisions:

1. 2015 GA decision #76 "EXC-011

'Update structure and function of SI committees and officer roles (revised): ...To inform the decision-making at GA 2018:

Exco is encouraged to put in place, on a trial basis, any new ways of working or structures that do not require a change in the statutes.'

2. SI Exco May 28, 2017 meeting motion:

SI Exco approves, in principle, a motion for the Nov 2017 Distant Vote to fund a trial of a paid 'office manager' for 2018, to be funded from the SI reserve.

Servas is moving into a new stage in its development following the transition to ServasOnline. It is clear to SI Exco that a paid 'office manager' / administrator position is needed given the increasingly onerous demands on volunteers working for Servas International and the number of organisational details that require continuity over time. Efficient coordination is essential between SI Exco members, SI Committees and officers, with special emphasis on ServasOnline and administrative details.

Job description for post of SI Administrator

A detailed job description for the SI Administrator role is being drafted, defining qualifications, responsibilities and priorities that include the transition to phase 1 of ServasOnline from the previous Dolphin membership storage system.

The SI Administrator would work with all of SI Exco but report to the SI General Secretary (SI GS) as the liaison person responsible for managing workload priorities.

