

## Information to support DV motion 2 (Nov '17)

### Motion 2: Moved by SI EXCO

**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.**

For most of its history Servas International has not had paid staff. Instead committed volunteers have given their time, skills and experience to run the organisation from their own homes. As needs changed within the organisation a bookkeeper was employed to assist the SI treasurer. More recently a paid IT person has been contracted on a time-limited basis to carry out essential development of the ServasOnline project.

For a number of reasons we now put forward the idea of a paid administrator to assist SI Exco in the day to day running of Servas International.

1. In recent years there has been a noticeable increase in the pressures on SI Exco as our administrative and financial processes have become more complex and defined. In particular we need to meet the challenge of updating our structures as we move towards being a fully online organisation.
1. We are concerned to ensure some continuity when one SI Exco group hands over to another. Having a paid administrator with knowledge of SI administrative and financial processes would offer some safeguards during the transition period. The organisation could continue to function effectively whilst members of the newly elected Exco group became familiar with their responsibilities.
1. Apart from the treasurer, all members of the current SI Exco are serving a second term. It is likely that most, if not all, will be retiring from their posts at SICOGA 2018. We are keen that those considering coming forward to stand for posts on SI Exco should not be put off for fear that the workload would be too great. A paid administrator would take on responsibility for a number of routine administrative tasks to significantly relieve pressures on the volunteers elected to SI Exco.

The title of the proposed paid role will be 'SI administrator'.

The proposal is that the SI reserve fund is used on a one-off basis to allow SI Exco to contract a paid administrator for a year's trial period. Should it prove successful, then any future costs for such a post would need to be considered as part of SI's mainstream budget.

During the trial period SI Exco would explore how such a person could be of most use in managing its overall workload for Servas International.

Should the motion be passed then an update will be provided by October 2018.

Ann Greenhough  
SI Vice President  
On behalf of SI Exco  
October 2017