

CISV INTERNATIONAL TERMS OF REFERENCE [DRAFT]

INTERNATIONAL JUNIOR BRANCH TEAM

The IJB Team is responsible for overseeing the growth and development of all Junior Branches in CISV International. The IJB Team consists of the International Junior Representatives, JB Representatives on the Standing Committees of CISV and specialised members that focus solely on IJB and the IJB Team. The CISV Junior Branch Regional Teams are the “arms” of the IJB Team, in some ways working similarly to the Regional Delivery Teams of CISV International.

The IJB Team is not a Committee of the CISV International Governing Board (“Board”) but has a similar direct reporting relationship to the Board. The IJB Team is responsible for input to the Governing Board on policy, standards, strategic development and monitoring CISV Junior Branch.

**RESPONSIBILITIES:** This team has the primary responsibility for the oversight and building of capacity of all CISV Junior Branches to ensure quality of educational content, enable organisational development and maintain sustainable growth.

<p>Strategy for Development</p>	<p>Develop and uphold strategies for the improvement and growth of Junior Branches:</p> <ul style="list-style-type: none"> <li>• Develop and propose strategies for the improvement and development of Junior Branches, their events and activities.</li> <li>• Give input as needed on international fundraising initiatives</li> <li>• Work with the Educational Programmes Committee to ensure quality and development of educational content within Junior Branch Events and Activities</li> <li>• Work with the Chapter Development Committee to develop strategies and plans for the growth of Junior Branches at all levels</li> <li>• Work with the Training and Quality Assurance Committee to develop training for Junior Branches to better work towards goals</li> <li>• Work with Conference and Events Committee to ensure successful integration, delivery and development of Junior Branch events and meetings</li> <li>• Consider the need for any innovations or big changes to Junior Branch and its role in CISV International; develop proposals for how to investigate and implement them.</li> <li>• Work with the Governing Board to ensure that strategies and plans are consistent with strategies and policies across all areas.</li> </ul>
<p>Policy &amp; Rules</p>	<p>Develop and uphold standards for all Junior Branches:</p> <ul style="list-style-type: none"> <li>• Encourage all Junior Branches work consistently towards established goals, criteria (essentials) and standards for Junior Branches.</li> <li>• Regularly evaluate progress and work against the JB goals, using results to strategise for the future.</li> <li>• Work with the Board to ensure consistency in policies and rules across all areas.</li> <li>• Identify key policy issues and key risks relating to Junior Branch.</li> <li>• Keep abreast of developments in the field and in similar organisations relating to youth organisations and educational opportunities.</li> </ul>
<p>Materials</p>	<p>Develop and maintain effective materials for all Junior Branches:</p> <ul style="list-style-type: none"> <li>• Cooperate with the Training and Quality Assurance Committee to develop and maintain high level materials relating to CISV educational principles</li> <li>• Develop and maintain training content for Junior Branch, including a clear statement of training goals, standards and curriculum</li> <li>• Develop and review all resources designed to develop Junior Branch and CISV</li> </ul>

Training and training materials	<p>Develop and maintain content for Junior Branch training</p> <ul style="list-style-type: none"> <li>• Cooperate with the Training and Quality Assurance Committee to establish methods of effective Junior Branch training materials.</li> <li>• Ensure that those who deliver Junior Branch training and support have the necessary knowledge and training to fulfill their roles.</li> </ul>
Monitoring, Evaluation & Risk Management	<p>Enable Junior Branches to develop content and evaluation methods, and enable them to implement these.</p> <ul style="list-style-type: none"> <li>• Cooperate with the Training and Quality Assurance Committee to establish methods of evaluation</li> <li>• Ensure that all Junior Branches and JB Events are evaluated in line with the agreed system</li> <li>• Regularly evaluate the quality and effectiveness of Junior Branch materials and resources</li> <li>• Work with the Training and Quality Assurance Committee to develop specific plans/actions for improvement</li> <li>• Refer all incidents, issues and formal complaints to the International Risk Manager and cooperate with them in the investigation of these matters</li> <li>• Implement any actions/sanctions decided on by the Governing Board.</li> </ul>

## WORKING RELATIONSHIPS

Chair	<p>The Chair of the International Junior Branch Team are the two International Junior Representatives (IJRs). The Chair oversees the work of all members in the team, is responsible for the output of the Team and, as Members of CISV International, represent CISV Junior Branch in all CISV International matters. <i>Please refer to Info File O-15A for more information about the IJRs.</i></p>
Reporting	<p>IJB Team members, via the IJRs, report to the Governing Board.</p>
Senior Manager	<p>JB Representatives, as Committee members, are jointly responsible to the Chair of that Committee and the IJRs, but they are ultimately responsible to the IJRs.</p> <p>A senior manager will also sit on the Team and will act as a mentor and advisor, and will help the IJB Team with the managing of all IJB International Events.</p>
Junior Branch Regional Teams	<p>Note: The two International Junior Representatives (IJRs) will chair the IJB Team. The roles of the International Junior Representatives as Chairs of the IJB Team and of the Governing Board members and senior manager as mentors are to preserve youth leadership within Junior Branch.</p> <p>Regional Teams and IJB Team will work very closely and a two-way communication is crucial to ensure all responsibilities are followed. <i>Please refer to the EJB Team, AJB Team and APJB Team Terms of Reference for more information.</i></p> <p>JB Regional Teams work closely with the Regional Coordinators for each of the other committees to support the growth and development of National Associations and chapters.</p>
Junior Branch Working Groups	<p>Working Groups (WGs) are open spaces for any JBer who wants to contribute to International Junior Branch. All WGs will have a liaison from the IJB Team, whose job it is to share relevant resources and information from IJB, encourage the group to work, guide them during the process and avoid duplicating the work of other WGs.</p>

**Other Committees** The IJB Team will have at least one member in each of the five Committees which will act as full Committee members. Apart from the responsibilities and tasks as committee members, they will have the mandate to have CISV Junior Branches at the heart of all the work and their role is to be a point of communication between the IJB Team and the Committee, to ensure cooperation and the sharing of best practices.

JB Representative on the Training & Quality Assurance Committee:

- Develop and share tools that will be beneficial for IJB
- Encourage the development of JB trainers in the organization
- Develop and share evaluation tools that will be beneficial for JB and the rest of the organization
- Ensure content of training in Junior Branch and the rest of CISV trainings are not being unnecessarily duplicated

JB Representative on the Educational Programme Committee:

- Encourage cooperation between IJB and the different CISV Programs
- Share and develop joint tools and activities for JB and programs

JB Representative on the Conferences & Events Committee:

- Participate actively in the development and evaluation of international junior branch meetings and conferences

JB Representative on the Resources & Infrastructure Committee:

- Manage the CISV Website sections related to Junior Branch
- Ensure JB documents are properly archived and maintained using appropriate tools

JB Representative on the Chapter Development Committee:

- Support struggling NA's and JB's
- Advocate for JB in the development of chapters
- Develop joint tools for JB and NA's
- Suggest successful tools that have helped JB's development
- Ensure JB's health is considered for the overall chapter development

**Consultation** It is essential that the Team conducts effective consultation with members in order to do its work. Regional Delivery Teams will be an important part of this two-way communication.

**Meetings** In order to facilitate effective cooperation, the Team is expected to meet once a year at the same time as the Governing Board and the Standing Committees. It is important that members of the Team try to be present during the International Junior Branch Conference to foster communication and cooperation with members from the CISV Junior Branches.

## KEY COMPETENCIES AND CONDITIONS

- Attitude**
- Commitment to CISV's mission and values
  - Willingness to cooperate with other parts of CISV International
  - Have a strong sense of responsibility and accountability
  - Willingness to listen and learn
  - Willingness to have all CISV Junior Branches at the heart of their work and decisions
  - Willingness to cooperate with other parts of CISV International
  - Willingness to raise the profile of Junior Branch and CISV
  - Willingness to regular communicate and spread the work of individual JB's and IJB
  - Willingness to pass relevant information from the IJB Team to the JB Regional Teams, National and Local JB's.

- Skills**
- Ability to work effectively in a group
  - Ability to communicate clearly and sensitively and to take an active part in discussions
  - Ability to challenge and ask questions constructively
  - Ability to think and act proactively
  - Ability to exercise sound judgement
  - Ability to work in virtual teams
  - Commitment to continuous improvement

Knowledge	<ul style="list-style-type: none"> <li>- Knowledge of CISV and our educational principles</li> <li>- Understanding of CISV organizational structure</li> <li>- Understanding of the structure and activities of IJB</li> <li>- Understanding of the importance of communicating an accurate vision of JB and CISV</li> </ul> <p><i>The following expertise needs to be present in the group, though not in each member:</i></p> <ul style="list-style-type: none"> <li>- Experience in developing training content and curricula</li> <li>- Ability to use social media</li> <li>- Ability to manage technical tasks relating to websites, programs, etc.</li> <li>- Ability to create innovative in line with content areas</li> <li>- Ability to recommend different educational tools to JBs based on their needs and requests</li> <li>- Ability to connect needs of JBs with available trainings</li> </ul>
Term and Time	<p>Committee members (other than the Chair, Trustee and Senior Manager) will be appointed for a minimum of 2 years and a maximum of 3 years. Each person may serve up to 2 full terms in the same position. After such time, they must retire from that position for a minimum of 3 years.</p> <p>Membership in this Team is a responsible position. Most work will be conducted virtually and Team members are expected to participate in virtual meetings and work independently. It is also anticipated that the Team will meet once per year and all members would be expected to attend.</p> <p>The number of Specialist members will vary between four and six. The IJRs, in consultation with the current members, will consider the number of Specialists needed for the next year at the end of each term. ASK will be outlined at the beginning of the selection process based on the IJB needs for the year.</p>
Selection of Personnel	<p>The IJB Team of CISV International is chaired by the International Junior Representatives. Election Procedures of the IJRs can be found in Info File O-15A.</p> <p>The assignment of the Governing Board Trustee will be made by the Governing Board. This decision should take into consideration the terms and turnover of the Governing Board Trustees.</p> <p>The Senior Manager is assigned to the Team by the Secretary General, in consultation with the IJRs.</p> <p>The process for selecting specialised members of the IJB Team is carried out by the IJRs.</p> <p>The process of selecting the JB Representatives who will sit in the Standing Committees of CISV International is led by the IJRs, in consultation with the Chair of the respective Committee and the Senior Manager and Trustee members of the IJB Team. The decision of the IJRs must be approved by the Governing Board.</p>