



# International Junior Branch Team 2014-15

*July 2014*

Welcome!

This document is meant to inform *you* about how the International Junior Branch Team contributes to local, national and regional Junior Branches (JBs) and the entire organization of CISV International, and how it is set up to make these contributions.

First, here's how we arrived at our current point. In 2011, the IJB Team started a process of restructuring. The reason for this was that Team members realized that the Team was not being as efficient, productive and useful to local, national and regional Junior Branches as expected. This initiated a year of introspection to examine why the Team existed, what its goals were and which was the best structure to help JB's achieve the JB Goals.

Now it's 2014 and the current structure of IJB Team has been in place for close to one year. The most recent changes are due to the [structural changes](#) of CISV International ([Motion 10 - AIM 2013](#)). In 2013, 2014 and onward, IJB Team continues to push to deliver material, tools and activities relevant and useful to local and national Junior Branches, while contributing significantly to other areas of CISV and playing an active role in shaping the organization's practices and values and contributing to it's mission.

This document will walk you through...

- ... IJB Team Goals and Indicators
- ... IJB Team Structure
- ... Role Profiles and ASK
- ... the IJB Team 2013-14
- ... Frequently Asked Questions

Read, enjoy and pass it along!

***Cande & Anjo***

International Junior Representatives 2013-14



## >> IJB Team Goals and Indicators

All IJB Team members will work towards these goals.

### **Support the needs and development of JB**

- Our resources and educational tools are used.
- There is regular contact with National Junior Branches.
- There is regular contact with Local Junior Branches.
- JBers can access appropriate quality training.
- The IJBT is aware of local JB's needs and situation.
- Local JBs understand the purpose and use of the IJB Team.

### **Ensure effective communication**

- JBers take proactive interest in CISV International.
- Information from CISV International and elsewhere is shared to all levels of Junior Branch
- Updates from the work of the team are shared periodically with all JB's.
- Regional Teams bring information from their regions to the IJB Team.
- All our communication tools are relevant and up to date.
- Our communication channels reach every JB.
- JBers make use of our communication tools.

### **Encourage innovation and improvement**

- IJB Team is active within CISV international.
- Quality and relevance of work is regularly evaluated.
- New ideas and projects are generated.
- Spaces exist for JBers to undertake new initiatives and challenges.
- JBers contribute to CISV International decision making
- JBers are constantly challenged within IJB.
- The IJB Team constructively criticizes and challenges our organization to improve.

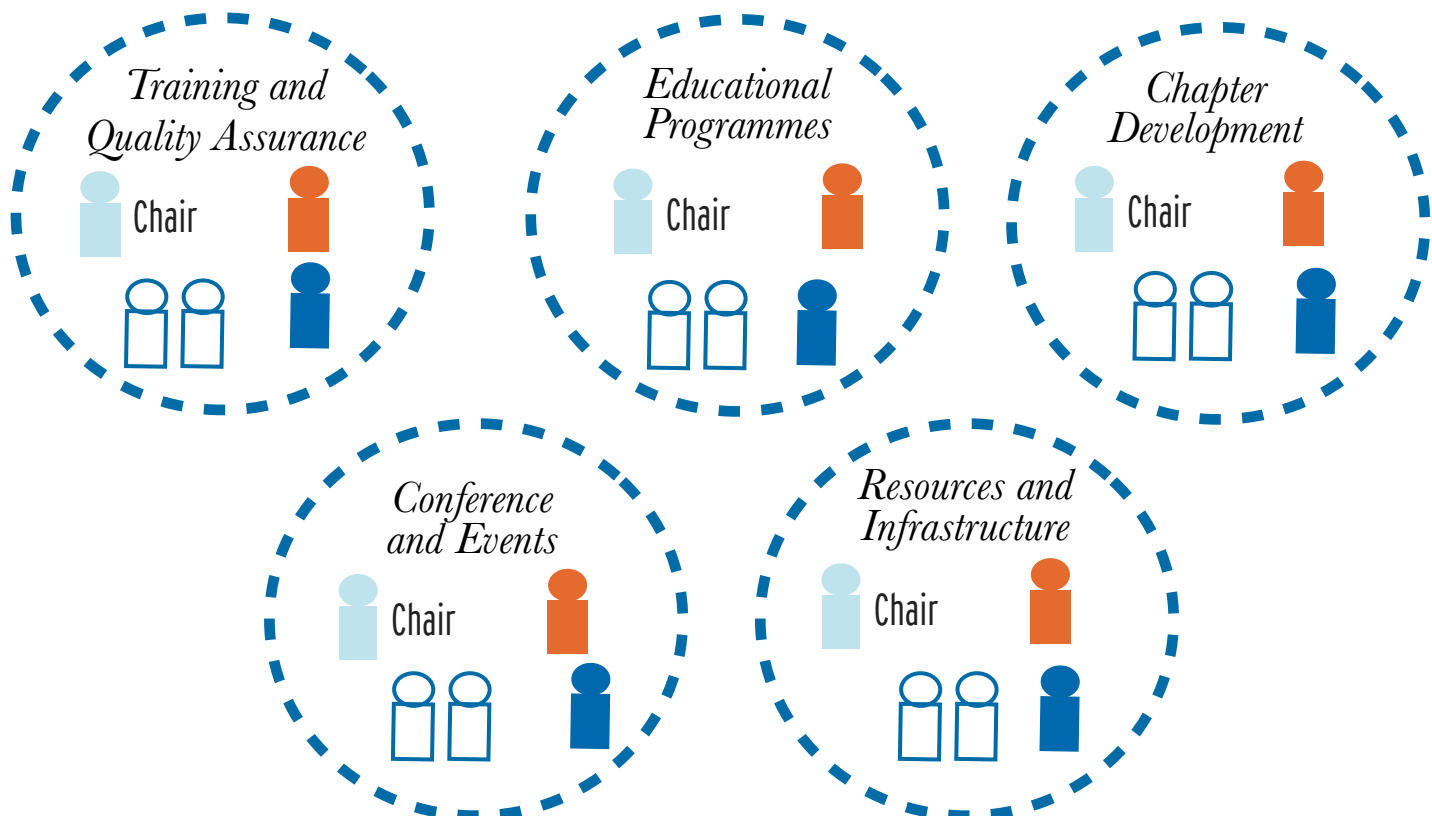
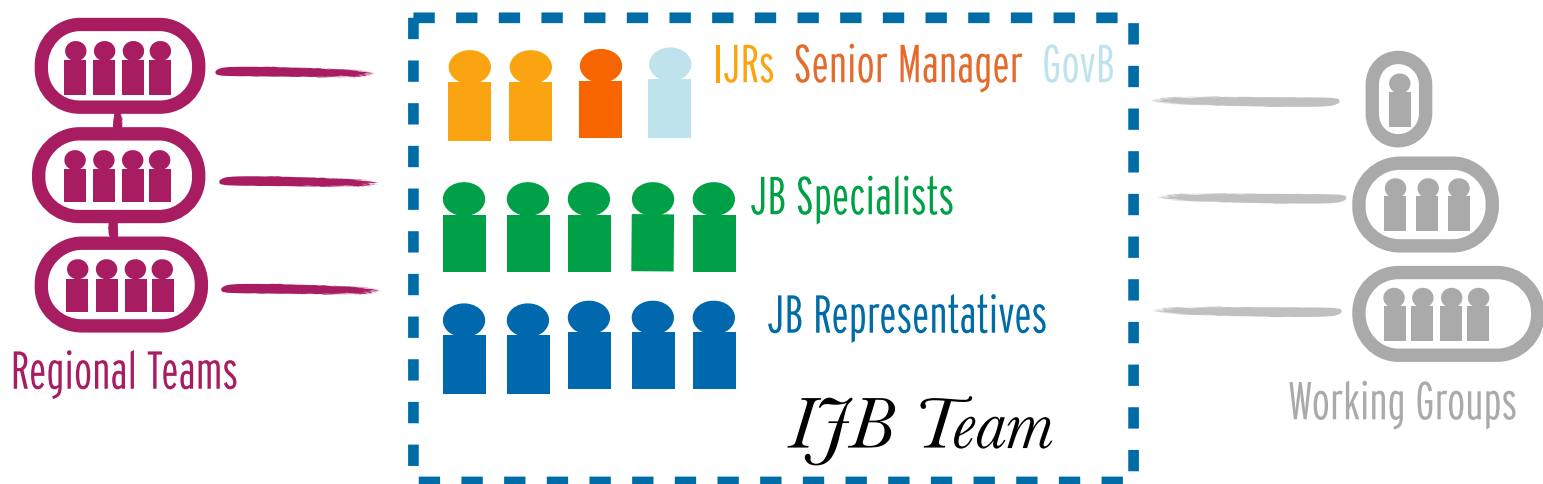
### **Build a functional and inspired team**

- There is a culture of accountability within the team.
- Team members remain challenged & motivated.
- Team members feel comfortable and included.
- IJBs take action to ensure the productivity and wellbeing of the team.
- There is effective communication between team members.
- Team members cooperate effectively.





## » IJB Team Structure



*Standing Committees of the Governing Board*

[For a graph of the whole CISV International structure please refer to [CISV's website](#).]





## >> Role Profiles and ASK



The **International Junior Representatives (IJRs)** chair the IJB Team and are in charge of International Junior Branch. They can help you plan and develop projects, answer any questions you might have and are always happy to hear from you. For more information about the IJRs, you can refer to Info file O15 on CISV Resources.



One of the nine members of the **Governing Board** of CISV International sits on the IJB Team. His/her role is that of a mentor and advisor, having a direct reporting relationship and two-way communication between IJB and the Governing Board. The Governing Board IJB Team member advocates for Junior Branch at all levels of the organization, in particular in the decision-making process of the Governing Board.



One member of CISV International's **Senior Management Team** is also a member of IJB Team. This person's role is that of a mentor and advisor. For 2014-2015, some focuses may be assisting the budgeting process of IJB and improving the recording of IJB Events with the help of the IJB Events Form.

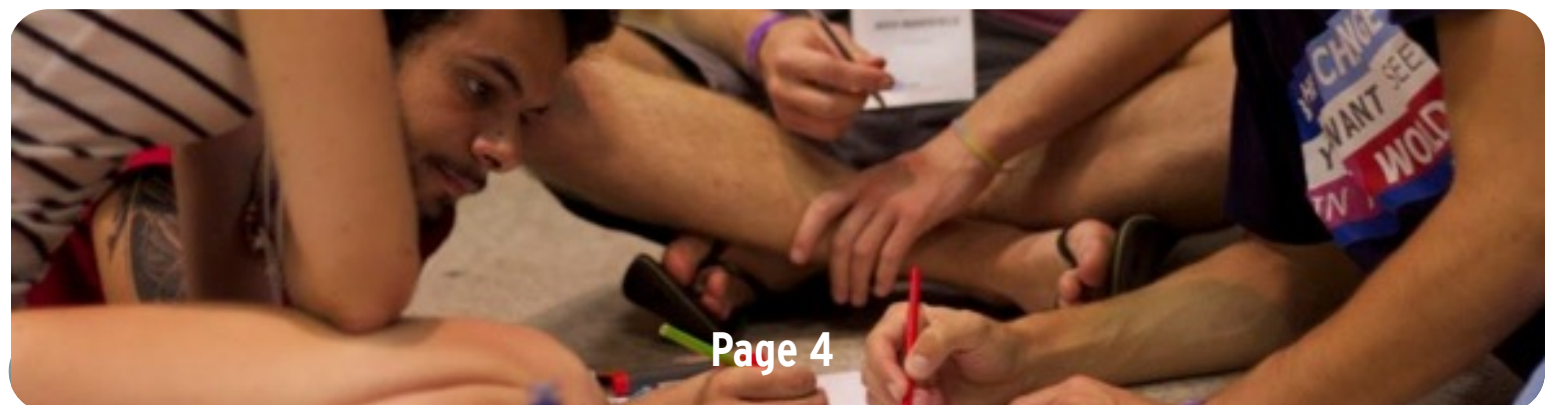


**JB Specialists** work on different areas relevant to IJB. Each of them has a specific role which covers the most busy and necessary areas in Junior Branch. These roles may change from year to year, and the number of Specialists varies between four and six, depending on the year's needs. Specialists' terms last for a minimum of two years and a maximum of three years, with two or three Specialists changing each year. As of July 2014, we have five specialists which cover the following roles: Regional Teams liaison, Communications, Project Management, Educational Content and Quality Assurance. These specific roles may change before September 2014. This will be duly announced.

All Specialists will...

- ... along with the IJRs, set the strategy for the year based on Junior Branch needs.
- ... divide IJB Working Groups amongst them, and act as liaisons with their groups.
- ... actively participate in Team discussions and projects.
- ... support each other in their work.
- ... be expected to meet online approximately once a month.
- ... be expected to respond to or, if busy, acknowledge emails within a week.
- ... take initiative organizing meetings or contact people beyond regular meetings to complete work.
- ... be expected to meet deadlines, or make alternative arrangements/delegate work if this is not possible.

*[continued on next page]*





**JB Specialists** – Specific Roles for 2014-2015 (as of July 2014) - Read about detailed tasks [here](#).

### **Communication**

- A: Willingness to raise the profile of JB and CISV  
Willingness to regularly communicate and spread the work of individual JBs and IJB
- S: Ability to use social media  
Ability to manage technical tasks relating to websites, programs, etc.  
Ability to create attractive and useable documents according to CISV guidelines
- K: Understanding of the use and impact of social media  
Understanding of the importance of communicating an accurate vision of JB and CISV

### **Quality Assurance**

- A: Willingness to think critically and objectively  
Willingness to evaluate based on data and research
- S: Ability to conduct appropriate research  
Ability to develop the JB SET tool in a useful, useable and appropriate way  
Ability to analyse and draw conclusions from research
- K: Understanding of different research methods to collect qualitative and quantitative data  
Understanding of dynamics and challenges of local, national, regional and international JBs

### **Educational Content**

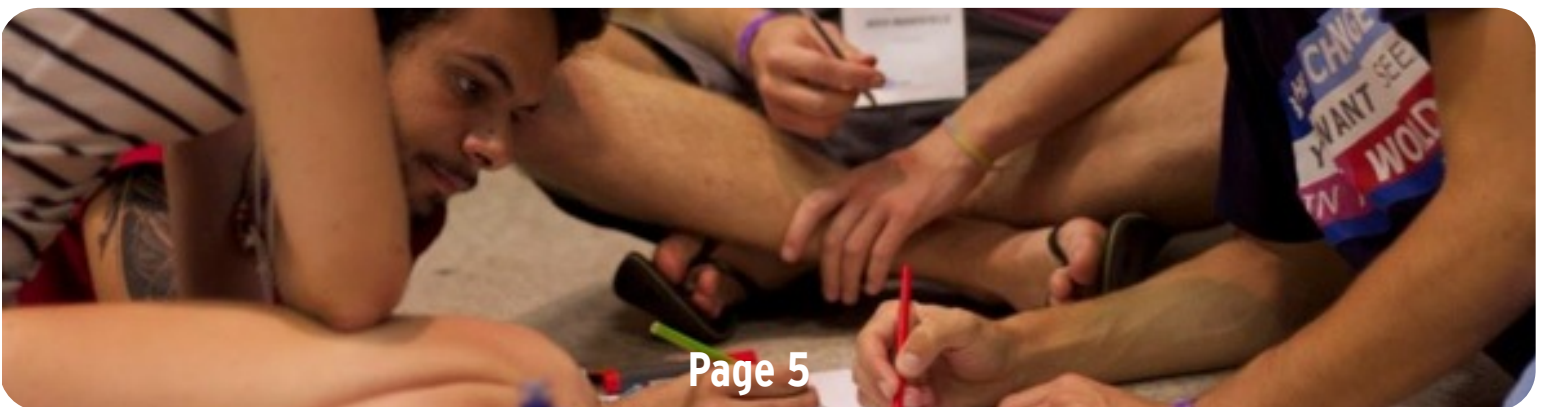
- A: Willingness to ensure educational aspect of JB activities  
Willingness to set a high quality standard of educational content in JB
- S: Ability to work with Theme Packs and Activity Templates  
Ability to create innovative activities in line with content areas  
Ability to recommend different educational tools to JBs based on their needs and requests
- K: Understanding of CISV's educational approach; principles, content areas, tools  
Knowledge of general educational tools

### **Regional Team Liaison**

- A: Willingness to pass relevant information from the IJB Committee to the Regional Teams  
Willingness to create contact between Regional Team members
- S: Ability to ensure communication between Regional Teams
- K: Knowledge of Chapter Development Committee's work

### **Project Management**

- A: Willingness to pass relevant information from the Working Groups onto the IJB Team  
Willingness to create contact between Working Groups
- S: Ability to create a database to store Working Groups' outcomes
- K: Knowledge of different resources inside and outside of CISV







The **JB Representatives** sit on IJB Team and on one Standing Committee of the Governing Board each. Their job is to ensure close cooperation and integration between Junior Branch and the rest of CISV International's work. They must have JB at the heart of their committee work and respond both to the chair of the committee and to the IJR. Representatives' terms last for 3 years and their roles and tasks as committee members are outlined in the individual committee's Terms of Reference. Their tasks as IJB Team members are outlined in the IJB Team Terms of Reference.

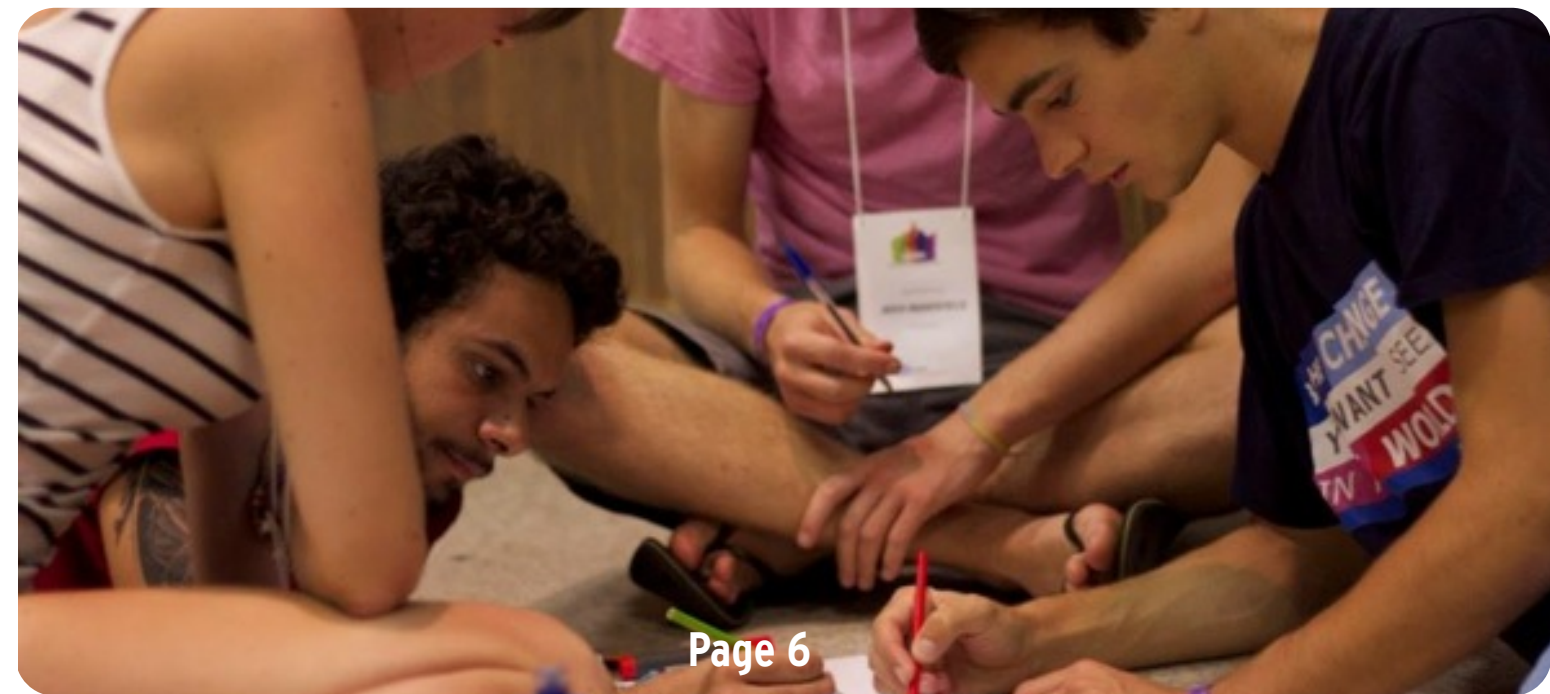


While **Regional Teams** are not a part of IJB Team, they are very important arms of IJB Team. Regional Teams are the direct contact with local Junior Branches and help JBer in a wide range of things. Each Regional Team has a Role Profile and Terms of Reference depending on the characteristics and needs of their region, which can be found in the JB Library under their team's folder. Regional Teams liaise with the Regional Team Liaison (who cannot be a Regional Team member at the same time). Junior Branch Regional Teams play a role in some ways comparable to the Regional Delivery Teams of the Standing Committees of CISV International.



**Working Groups** (WGs) are where the magic happens in IJB. Working Groups are open spaces for any JBer who wants to contribute to International Junior Branch through a project. By making projects become reality, WGs are at the heart of International Junior Branch and have the potential contribute to local Junior Branches worldwide. They can have any number of contributors and the work lasts as long as its members consider it necessary. Check out current working groups, or start your own, [right here](#).

Whoever has an idea for a new WG can e-mail [working.groups@ijb.cisv.org](mailto:working.groups@ijb.cisv.org) and IJB Team get back to you.



# IJB TEAM

## 2013-2014

### IJB Specialists



Audrey  
*Project Management*



Daniel  
*Educational Content*



Dow  
*Communications*



Hana  
*Quality Assurance*



Kristina  
*Regional Team  
liaison*

### IJB Representatives



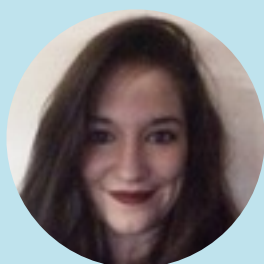
Andrea  
*Training & Quality  
Assurance Committee*



Ana  
*Educational  
Programmes Committee*



Grace  
*Chapter Development  
Committee*



Marie  
*Conferences & Events  
Committee*



Quinn  
*Resources &  
Infrastructure Committee*



### IJBs



Cande



Anjo

### Sr. Mgmt. member



David Suggett

### GovB member



Bjørn Samming

[IJB Team Terms of Reference](mailto:ijbteam@ijb.cisv.org)

[ijbteam@ijb.cisv.org](mailto:ijbteam@ijb.cisv.org)

[New Structure Explanation](mailto:specialists@ijb.cisv.org)

[specialists@ijb.cisv.org](mailto:specialists@ijb.cisv.org)

[ijr@cisv.org](mailto:ijr@cisv.org)



## >> Frequently Asked Questions

### How can I join the IJB Team?

The way to join is by applying to be either a JB Specialist or a JB Representative. Available spots vary from year to year depending on current members' plans and terms running out. For JB Specialists, we open applications every year around June, right before IJBC, and we close them in September, after the conference. Join the [JB Community](#) mailing list to receive all news and information about it! Find out how at [JB Pedia](#).

However, you don't need to be part of the IJB Team to become involved in the Global Movement of International Junior Branch! In fact, the IJB Team gets most of the "boring" work (*shhh! don't tell them*). The best part of IJB is either starting or joining a Working Group. You can read about this vital element of IJB on page 6, but if you want more information you can check the [this document](#) or write to [workinggroups@ijb.cisv.org](mailto:workinggroups@ijb.cisv.org).

### How long do members sit on the IJB Team?

As there are various positions in the IJB Team, their terms last differently.

- You can read more about the IJR position on Info Files o-15 and o-15A. The IJR term is two years.
- JB Specialist positions last between two and three years. In the application form, the IJR asks how many years applicants are willing to hold the position.
- The JB Representative positions last for three years in accordance with the Terms of Reference of all Standing Committees of CISV International.
- The Senior Management is an employee of CISV International and works at the International Office.
- The Governing Board member is elected for three years and is assigned to the IJB Team. However, this role may be reassigned from year to year.

### How can I get in touch with the IJB Team?

You can reach all IJB Team members at [ijbteam@cisv.org](mailto:ijbteam@cisv.org). To contact only the IJR write to [ijr@cisv.org](mailto:ijr@cisv.org). In a similar way, JB Specialists are reachable through [specialists@ijb.cisv.org](mailto:specialists@ijb.cisv.org) and the JB Representatives through [representatives@ijb.cisv.org](mailto:representatives@ijb.cisv.org). For individual email addresses for the 2013-2014 Team members, check page 7. We welcome potential applicants contacting current Team members about roles on the Team! We're sure that this is the best way to learn about the Team's work.

### Are Regional Teams part of the IJB Team?

Regional Teams were part of the IJB Team until 2013, when a new structure for CISV International was decided. Now Regional Teams are not part, but arms of the IJB Team and work similar to the Regional Delivery Teams of the Standing Committees.

This document is brought to you by the International Junior Representatives. Don't hesitate and drop them an enquiry, a love note or even a funny link. You know their IJR email, but, if you're reading this years later, you can contact them at: [candelaria.lucero@ar.cisv.org](mailto:candelaria.lucero@ar.cisv.org) and [anjo.pee-z-zvetina@de.cisv.org](mailto:anjo.pee-z-zvetina@de.cisv.org)

