TERMS OF REFERENCE: Verification Committee

Background

The Verification Committee has been formed based on the approval of the People Strategy. Previously these responsibilities were part of a Working Group of the Chapter Development Committee which was disbanded in the second quarter of 2022.

Purpose

To monitor and ensure compliance of Members of the organisation and identify support needed for continuous improvement.

Responsibilities

Key responsibilities include:

- Monitoring compliance with the minimum standards set out in the membership criteria
- Ensuring key requirements are in place for safety, quality, and good governance by Members across the organization
- Measuring compliance of the Members with CISV Policies and Procedures and hosting capacity
- Assessing the support needed for continuous self-improvement so we can provide consistent and safe educational experiences
- Feeding into all other Committees as appropriate
- Ensure lessons learned are acted upon for continuous improvement

Key tasks:

- Developing and training new assessors
- Completing assessments of NA's and PA's
- Reporting results to the relevant areas of CISV International
- Ongoing evaluation and optimization of the Assessment process
- Sharing best practices with other NA's, PA's and Chapters

Position within Structure

The Verification Committee is part of the International Committee structure, as a standing Operational Committee. All relevant practices and procedures apply.

Reporting

Operational Committees report to the Secretary General either directly or through the Chair. It is the Secretary General's responsibility to ensure that all relevant information required by the Board to fulfill their duty is provided in a timely manner and to the level of detail required.

Cooperation with

The Verification Committee works in cooperation with the following individuals or groups:

Safeguarding and Finance Committees
To ensure that the data being collected and audited is adequate and appropriate.

Organisational Development Committee
To regularly review and discuss the verification process and reports to make sure both committees stay relevant and align with the values and goals of the organisation.

National and Promotional Associations
Establish relationships with key people involved in the NA/PA for the duration of the assessment process.

Other volunteers in CISV International
Work together with other areas of CISV International to understand certain criteria or elements of the assessment.

CISV International Office
Information and data from the Verification System coordinator at the start of the assessment progress. There may be a need for the Assessor to work together with members of the CISV International Office to obtain further information or understand information and data in more detail. They will liaise with the Chief Operating Officer throughout. Other members of staff may include the Regional Manager, Fiscal Officer, Risk Management Coordinator, and the Executive Assistant.

Meetings
Committees will typically meet virtually once per month. Additional meetings may be required for working groups or small team projects. In person meetings, involving travel, may be required at the discretion of the Board.

Term and Time
Meetings will be 1-2 per month. Additional time required outside of meetings can range from 4-8 hours depending on the time of year and tasks required.

Volunteer committee members will be appointed for terms of 3 years. At the end of their first term, they may elect to stay on for a second 3-year term if mutually agreed upon with the Chair. Each person may serve up to 2 terms in the same position. After such time, they must retire from that position for a minimum of 1 year.

International Junior Branch representative terms will be for 2 years instead of three, and they may serve up to 3 terms in the same position.

Most work will be conducted virtually, and Committee members are expected to participate in virtual meetings and work independently. Some in person meetings involving travel may be required.

Competencies Required

All members are expected to exhibit the base Attitudes, Skills and Knowledge outlined in the Volunteer Recruitment policies and procedures. The following expertise needs to be present in the group, though not necessarily in each member:

- Running a successful Chapter
- Experience in hosting and/or staffing a CISV International programme
- Experience in leading a delegation in a CISV International programme
- Internal auditing
- Financial auditing
- Organisational development
- Volunteer management
- Risk Management and Safeguarding

Selection and Appointment Process

All recruitment, management or change of personnel must be in line with policies approved by CISV International.

Operational Committees are chaired by a Senior Manager or designate as assigned by the Secretary General.

Recruitment for this committee will follow the standard recruitment process outlined within the Volunteer Recruitment Policies and Procedures and led by the Committee Chair or designate. Appointments to the Committee must be approved by the Secretary General.

Each Committee may include one Junior Branch member, based on availability and interest, who will be a member of the IJB team. The Junior Branch member will be a full Committee member, whose role is to be a point of communication between the IJB Team and the Committee, to ensure cooperation and the sharing of best practice. The IJRs will select members of the IJB Team to join the Committees, according to the skills and knowledge required by the Terms of Reference of each Committee. As a Committee member, an IJB Team member is jointly responsible to the Chair of that Committee and the IJRs, but they are ultimately responsible to the IJRs.