

TERMS OF REFERENCE: Organisational Development Committee

Background

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

Purpose

To provide oversight, monitoring and building of capacity within the organisation at the International, National and Chapter levels to enable continuous improvement and sustainable growth.

Responsibilities

Key responsibilities include:

- Developing and executing strategies and plans for organizational improvement and growth at the International & National levels
 - Developing strategies, direction, and tools for Members to achieve sustainable growth and compliance
 - Developing targeted growth and development plans for new Associations
 - Considering the need for any innovations or big changes to organizational membership, structures or working practices and develop proposals for how to investigate and implement them
 - Proactively identifying opportunities to maximize organizational effectiveness & capacity building
- Developing standards for organizational growth and the development of NA's, PA's and Chapters and their capacity.
- Developing and maintaining effective guides and materials for the development of NA's, PA's and Chapters and their capacity.
 - Developing and maintaining high level Chapter and National materials
 - Developing, reviewing, and maintaining effective guides and/or role profiles for use by those who run our NA's, PA's, and Chapters
 - Developing and reviewing best practice templates and other resources
- Following up on issues identified through IRF's or Verification
- Supporting growth and development of CISV volunteers and staff
- Executing on organizational objectives included in the Strategic Plan

Position within Structure

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

The **Education & Research Committee** in establishing goals set out in the Global Hosting Plan.

The **Training Committee** to support the delivery, development, or improvement of any organisational trainings.

The **Safeguarding Committee** to ensure that all materials produced accurately reflect the Safeguarding and Risk Management needs of the organization.

The **Verification Committee** to understand more accurately the situation and feedback from the Members from the Audit Reports of the Verification Team

The Committee will work closely with Member Support, including the **IT & Admin team** and the **Regional Managers** to ensure effective two-way communication and sharing of information between the committee and the regional support teams, to share and inform the work of the Committee and to understand the local reality of the NA's, PA's, and Chapters.

Other committees, teams and staff as required.

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:

- Experience in organizational or community development
- Experience in people development area of Human Resources
- Experience in profile raising and communications
- Experience in fundraising
- Understanding of the financial aspects of chapter operations
- Experience in evaluation
- Experience in NA, PA and/or Chapter work

Selection and Appointment Process

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

The Organisational Development Committee is chaired by the Chief Operating Officer 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 IJBs 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 IJBs, but they are ultimately responsible to the IJBs.