

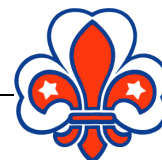
Job descriptions – ISGF World Committee members 2017 - 2020

INDIVIDUAL ASSIGNMENTS

Overview tasks World Committee and ex-officio 2017 – 2020

Mathius <i>Chairman</i>	<ul style="list-style-type: none">➤ Regional liaison Africa Region➤ Lead of Finance Team (Runar + Anthony)➤ Fundraising (Runar + Mario)➤ International Projects Team Coordinator (Mario)➤ Partnership (UNHCR - IAG)
Zalillah <i>Vice-Chairman</i>	<ul style="list-style-type: none">➤ Regional liaison AsPac Region➤ Partnership (WAGGGS- WOSM) – World Scout Jamboree➤ Membership development➤ Legal Team (Wahid)
Wahid <i>Vice-Chairman</i>	<ul style="list-style-type: none">➤ Regional liaison Arab Region➤ Head of Legal Team (Zalillah)➤ Events (World Conference)
Runar <i>Member</i>	<ul style="list-style-type: none">➤ Regional liaison Europe Region➤ Sub-regional liaison Central Europe➤ Finance Team (Mathius + Anthony)➤ Fundraising (Mathius + Mario) + Stamp Bank (Elin)
Elin Richards <i>Member</i>	<ul style="list-style-type: none">➤ Sub Regional liaison Western Europe➤ Sub-regional liaison Nordic Baltic➤ Lead of PR and Communication Team (Cecile + Leny)➤ World Bureau support team➤ ISGF Events
Mario <i>Member</i>	<ul style="list-style-type: none">➤ Regional liaison Western Hemisphere➤ Sub-regional liaison Southern Europe➤ Fundraising (Mathius + Runar)➤ International Projects Team (Mathius)
Cecile <i>Secretary General ex-officio</i>	<ul style="list-style-type: none">➤ World Bureau➤ Shop manager➤ PR and Communication (Elin + Leny)
Anthony <i>ex-officio</i>	<ul style="list-style-type: none">➤ Treasurer➤ Finance (Mathius + Runar)
Leny <i>ex-officio</i>	<ul style="list-style-type: none">➤ Central Branch Coordinator➤ Twinning Coordinator➤ Content manager website➤ PR and Communication (Elin+ Cecile)

Job descriptions – ISGF World Committee members 2017 - 2020



INDIVIDUAL ASSIGNMENTS

The following assignments are based on the current state of affairs of ISGF and ways of working of the global level.

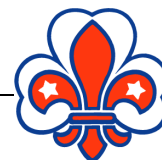
Mathius LUKWAGO	<i>Chairman</i>
Tasks	<ol style="list-style-type: none">1. <i>Regional liaison Africa Region</i>2. <i>Lead of Finance Team</i>3. <i>Fundraising</i>4. <i>Coordinator International Projects Team (IPT)</i>5. <i>Partnership (UNHCR and IAG)</i>

Duties and responsibilities

1. Regional liaison Africa Region
Key contact point with the Regional Committee of the Africa Region. The liaison should develop and implement plans for the further development of the Region with the Regional Committee and the Central Branch Coordinator.
2. Lead of Finance Team:
Together with Runar and Anthony. The functions of the finance team are to manage funds. Engage in financial analysis in such areas as forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance. Ensure that sufficient funds are available to meet ongoing operational requirements. Engage in ongoing cost reduction analyses in all areas of the organization.
3. Fundraising:
Together with Runar and Mario. Fundraisers are the money-makers of the charity world and they work on behalf of non-profit organizations. It's common to specialize in a specific type of fundraising, such as corporate fundraising, community fundraising, major gifts, legacy fundraising, events or trusts.
4. Coordinator International Projects team:
Together with Mario. A Project Coordinator administers and organizes all types of projects, from simple activities to more complex plans when they come in. It is the World Committee who decides if a project should be supported or not.
5. Partnerships:
UNHCR:
ISGF has a partnership with the UNHCR which should be renewed in 2018. The Partnership should effectively fulfill its mission and specific objectives while creating the proposals and presentations to enable partnership opportunities. (With the support of Martine Levy).

International Ambassadors Guild (IAG):

The Chairman of ISGF World Committee is an IAG Board member and therefore always invited to their yearly general meeting in March. In case of impossible attendance, Mathius will appoint an ISGF WCom representative to the meeting.



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INDIVIDUAL ASSIGNMENTS

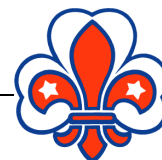
Zalillah MOHD TAIB	<i>Vice-Chairman</i>
Tasks	<ol style="list-style-type: none">1. <i>Regional liaison AsPac Region</i>2. <i>Partnership (WAGGGS and WOSM) + World Scout Jamboree</i>3. <i>Membership Development</i>4. <i>Legal team</i>

Duties and responsibilities

1. Regional liaison AsPac Region:
Key contact point with the Regional Committee of the AsPac Region. The liaison should develop and implement plans for the further development of the Region with the Regional Committee and the Central Branch Coordinator.
2. Partnership :
ISGF has a partnership with the World Association of Girl Guides and Girl Scouts (WAGGGS) and the World Organisation of the Scout Movement (WOSM) .Relevant policy documents will be exchanged and new efforts will be made to work together on the development of future policies, where appropriate.
3. Membership development:
Working closely with the WCom members who are in charge of sub-region/regions as well as with the sub-regional/regional committees in order to develop and find new ways to recruit more members.
4. Legal Team:
Together with Wahid.

The Role of the Legal Team: (Job description is available)

- To study amendments to the ISGF Constitution and Bye –Laws after the World Conference edit and proof read the final text.
- To identify amendments to the Constitution and Bye- Laws and propose them to the WCom which may in turn present them to the next World Conference.
- To review and update, as necessary, published documents and guidelines triennially.
- To examine the Constitutions of the NSGFs and the amendments to them before they are approved by the World Committee.
- To examine the Constitutions of Regions and Sub-Regions and the amendments to them before they are approved by the World Committee.
- To examine any legal documents (agreements, memorandums..... etc) as required by the World Committee or the World Committee Chairman.
- To examine any issue requiring a legal opinion.
- To give advice to any prospective member country concerning the preparation of documents when applying for membership.
- To ensure that all documents are written in accurate English and French.



Wahid LABIDI	<i>Vice-Chairman</i>
Tasks	<ol style="list-style-type: none"> 1. <i>Regional liaison Arab Region</i> 2. <i>Head of Legal Team</i> 3. <i>Events (World Conference)</i>

Duties and responsibilities

1. Regional liaison Arab Region:

Key contact point with the Regional Committee of the Arab Region. The liaison should develop and implement plans for the further development of the Region with the Regional Committee and the Central Branch Coordinator.

2. Head of Legal Team: (Job description is available)

At the inaugural meeting of the new World Committee (following the World Conference), 2 or more World Committee Members (WCom) are appointed members of the Legal Team. These people should have a legal background and/or experience of legal matters. One is appointed Leader of the Team. Also 1 or 2 ISGF members with a legal background and/ or experience on legal matters may be co-opted on to the Legal Team. It should be ensured that the Legal Team includes at least a member whose mother tongue is English and another whose mother tongue is French.

The team will have a minimum of 2 WCom members and 2 co-opted members and a maximum of 6 members including the two co-opted members, plus the World Committee Chairman as an ex officio member. When there is a situation where specialists' knowledge is required, the WCom Chairman may request the help of a Region Member, with the appropriate knowledge. His/her opinion is not binding but merely advisory.

With support of Zalillah.

The Role of the Legal Team:

- To study amendments to the ISGF Constitution and Bye –Laws after the World Conference edit and proof read the final text.
- To identify amendments to the Constitution and Bye- Laws and propose them to the WCom which may in turn present them to the next World Conference.
- To review and update, as necessary, published documents and guidelines triennially.
- To examine the Constitutions of the NSGFs and the amendments to them before they are approved by the World Committee.
- To examine the Constitutions of Regions and Sub-Regions and the amendments to them before they are approved by the World Committee.
- To examine any legal documents (agreements, memorandums..... etc) as required by the World Committee or the World Committee Chairman.
- To examine any issue requiring a legal opinion.
- To give advice to any prospective member country concerning the preparation of documents when applying for membership.
- To ensure that all documents are written in accurate English and French.



INDIVIDUAL ASSIGNMENTS

Runar BAKKE	<i>Member</i>
Tasks	<ol style="list-style-type: none"> 1. <i>Liaison Europe Region</i> 2. <i>Sub-regional liaison Central Europe</i> 3. <i>Finance Team</i> 4. <i>Fundraising (and Stamp Bank)</i>

Duties and responsibilities

1 Liaison Europe Region:

Key contact point with the Regional Committee of the Europe Region. The liaison should develop and implement plans for the further development of the Region with the Regional Committee and the Central Branch Coordinator. The responsible person will also work with several sub-regional liaisons to conduct, organize and/or supervise its activities in the Europe region. He should be kept posted on all matters that will take place in the Europe Region.

2 Sub-regional liaison Central Europe:

Key contact point with the Central Europe Sub-Regional Committee. The liaison should develop and implement plans for the further development of the Sub-Region with the Sub-Regional Committee and the Central Branch Coordinator.

3 Finance team:

Together with Mathius and Anthony. The functions of the finance team are to manage funds. Engage in financial analysis in such areas as forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance. Ensure that sufficient funds are available to meet ongoing operational requirements. Engage in ongoing cost reduction analyses in all areas of the organization.

4 Fundraising:

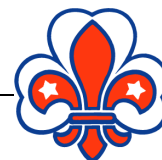
Together with Mathius and Mario. Fundraisers are the money-makers of the charity world and they work on behalf of non-profit organizations. It's common to specialize in a specific type of fundraising, such as corporate fundraising, community fundraising, major gifts, legacy fundraising, events or trusts.

Stamp Bank:

Used stamps are collected worldwide. ISGF requested NSGFs/CB groups to appoint a Stamp Bank manager. Used stamps are collected and prepared by members to be sold to buyers. Not all countries have the possibility to sell used stamps anymore so this should be centralized or send to the countries where there are buyers or companies like Nordfrim. This organization has more than 50 years of experience in selling and buying stamps, Each NSGF may appoint a Stamp Bank Manager with whom the World committee has contact in order to monitor the selling and the profit. The profit will go direct into the International Development Fund.

The mission: to organize the global delivery and sales' channels for NSGFs with the support of Elin

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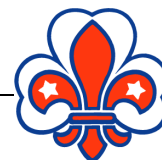


INDIVIDUAL ASSIGNMENTS

Elin RICHARDS	<i>Member</i>
Tasks	<ol style="list-style-type: none">1. <i>Sub Regional liaison Western Europe</i>2. <i>Sub-regional liaison Nordic Baltic</i>3. <i>Lead of PR and Communication Team (social media)</i>4. <i>World Bureau support team and support to StampBank</i>5. <i>ISGF Events</i>

Duties and responsibilities

1. Sub Regional liaison Western Europe and Nordic Baltic:
Key contact point with the Nordic Baltic Sub-Regional Committee and with the Sub-Regional representatives of Western Europe in the Europe Region as the Fellowships in the Sub-Region Western Europe have indicated not to have a sub-regional committee. The liaison should develop and implement plans for the further development of the Sub-Region with the Sub-Regional representative and the Central Branch Coordinator.
2. Lead of PR and Communication Team:
The lead of this Team is responsible to present a PR plan and a PR budget according to the available funds. To assist, if needed, the Secretary General in her PR activities and to fulfill all other PR and communication activities as requested by the ISGF World Committee. Preparing and supervising the production of publicity brochures, handouts, promotional videos and among others PowerPoint presentations. Guard ISGFs corporate visual identity which is an expression of our mission, vision and values. It has three important elements: our logo, our colors and our imagery, which are used in all our corporate communications including our website. Supervise the website and all other existing social media. Managing and updating information and engaging with users on social media sites such as Facebook, Twitter, Instagram and You Tube together with the webmaster, content manager and World Bureau.
3. World Bureau support team:
Supports the World Bureau in document processing and document creation when needed.



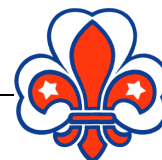
Mario BERTAGNOLIO	<i>Member</i>
Tasks	<ol style="list-style-type: none">1. <i>Regional liaison Western Hemisphere</i>2. <i>Sub-regional liaison Southern Europe</i>3. <i>Fundraising</i>4. <i>International Projects Team</i>

Duties and responsibilities

1. Regional liaison Western Hemisphere:
Key contact point with the Regional Committee of the Western Hemisphere Region. The liaison should develop and implement plans for the further development of the Region with the Regional Committee and the Central Branch Coordinator.
2. Sub-regional liaison Southern Europe:
Key contact point with the Southern Europe Sub-Regional Committee. The liaison should develop and implement plans for the further development of the Sub-Region with the Sub-Regional Committee and the Central Branch Coordinator.
3. Fundraising:
Together with Mathius and Runar. Fundraisers are the money-makers of the charity world and they work on behalf of non-profit organizations. It's common to specialize in a specific type of fundraising, such as corporate fundraising, community fundraising, major gifts, legacy fundraising, events or trusts.
4. International Projects Team:
Together with Mathius. The team administers and organizes all types of projects, from simple activities to more complex plans when they come in. It is the World Committee who decides if a project should be supported or not.

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INDIVIDUAL ASSIGNMENTS



Cecile BELLET	<i>Secretary General World Bureau</i>
Tasks	<ol style="list-style-type: none">1. <i>Governs World Bureau</i>2. <i>Shop manager</i>3. <i>PR and Communication</i>

Duties and responsibilities

1. Governs World Bureau:

Finance follow up, directory, agenda – minutes as well as the practical arrangement for WCom meetings, WConf paperwork etc, and other secretarial tasks. She reviews and process on a daily basis the requests made by the NSGF.

Since March 2014 all statutory circulars, ISGF account leaflets, WCom minutes and all other official ISGF documents are delivered exclusively by email and uploaded on the ISGF website. However, those who are not e-connected will still receive the documents by post; also any hardcopy will be sent upon request to the ISGF World Bureau.

2. Shop manager:

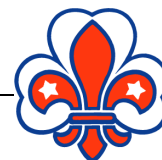
With support of Mida Rodrigues.

Manage and send the ISGF Shop articles while Mida takes care of the merchandizing. To develop an e-shop available on the website.

3. PR and Communication:

Together with Elin and Leny, World Bureau is also involved in this team.

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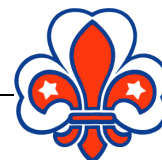
INDIVIDUAL ASSIGNMENTS

Leny DOELMAN	<i>Ex officio</i>
Tasks	<ol style="list-style-type: none">1. <i>Central Branch Coordinator</i>2. <i>Twinning Coordinator</i>3. <i>Website content manager</i>4. <i>PR and Communication</i>

Duties and responsibilities

1. Central Branch Coordinator:(Job description is available)
The person responsible for the Central Branch is appointed by the ISGF World Committee at its first meeting after an ISGF World Conference, for a three-year term of office.
The coordinator is responsible for the administration of the Central Branch and provide the members of the Central Branch with the necessary support.
2. Twinning Coordinator: (Job description is available)
Compile and maintain an up to date register of all ISGF Twinning. All these files to be available on the website.
3. Website content manager: (Job description is available)
The content manager of the ISGF website is responsible for developing all aspects of the organization's online presence. In addition to writing, editing, and proofreading site content, this person has to work closely with the webmaster to maintain site standards with regard to new developments.
4. PR and Communication:
Work together with Elin and Cecile

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INDIVIDUAL ASSIGNMENTS

Anthony FLORIZOONE	<i>Ex-officio</i>
Tasks	<ol style="list-style-type: none">1. <i>Treasurer</i>2. <i>Finance</i>

Duties and responsibilities

1. Treasurer : (Job description is available)

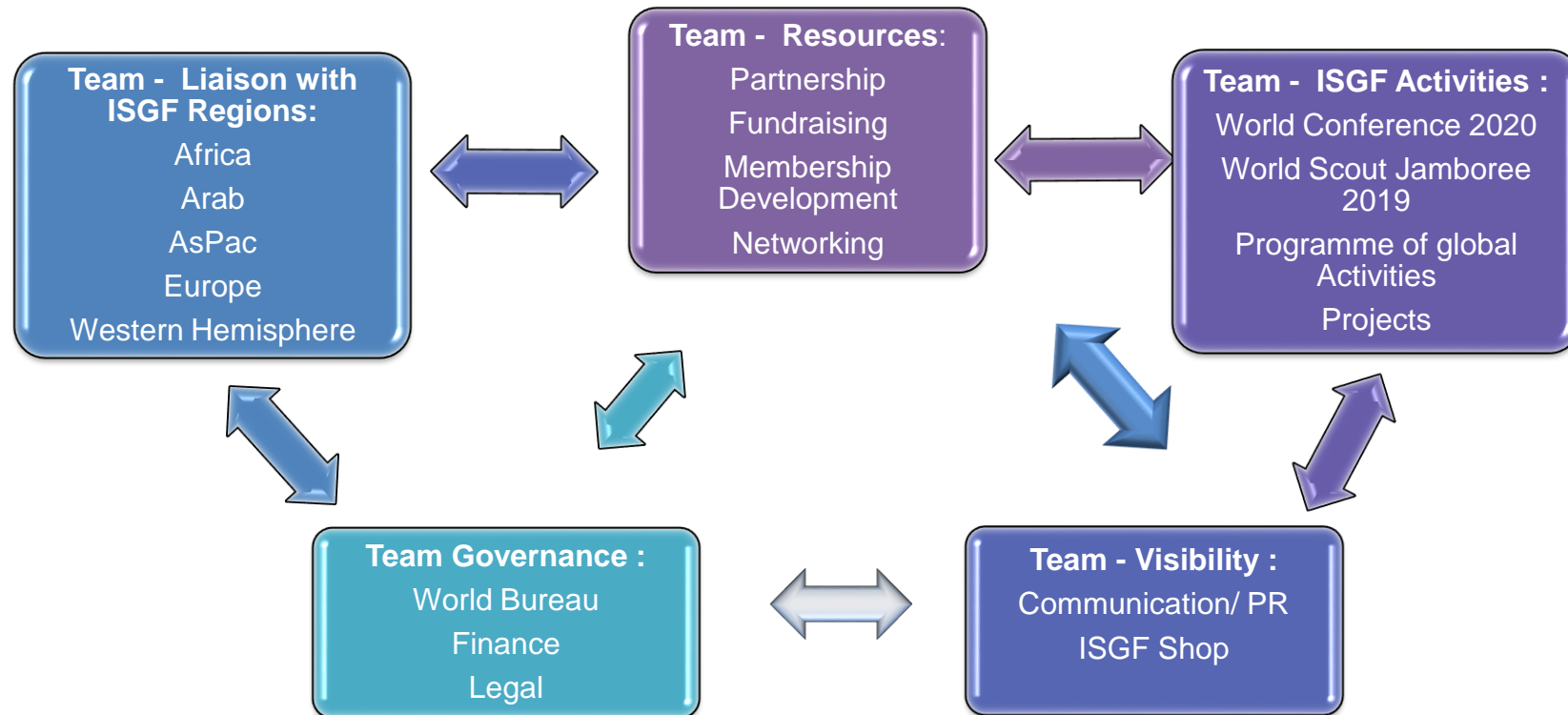
The Treasurer is appointed by the World Committee at its first meeting after the World Conference, for a three-year term that can be renewed indefinitely. The Treasurer is an ex-officio member without voting rights of the World Committee. The Treasurer is an ex-officio member with voting rights of any financial commission that might be set up. The Treasurer can resort to the assistance of external people or companies, but remains entirely responsible for the discharge of his/her functions for the World Committee.

2. Finance :

Together with Mathius and Runar. The functions of the finance team are to manage funds. Engage in financial analysis in such areas as forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance. Ensure that sufficient funds are available to meet ongoing operational requirements. Engage in ongoing cost reduction analyses in all areas of the organization.

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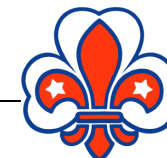
TEAMWORK



The above teams are essential to enable ISGF to play a wider role in the sense that :

- ✚ from the ISGF resources depend the ISGF activities, recognition, visibility and efficient governance;
 - ✚ from ISGF activities depends the development of its affiliation, its visibility and its impact and recognition;
 - ✚ the ISGF Regions will have a role in the development of ISGF resources and will work in close cooperation with the governance team.
- Therefore, based on these teams, the WCom will decide and develop its road map 2018-2020.

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TEAMWORK

Team Resources	<i>Fundraising</i>	<i>Mathius, Runar and Mario With the support of volunteer: Brian Jackson (Australia)</i>
	<i>Partnership</i>	<i>Mathius, Zalillah, Runar and Mario With support of volunteers: Martine Levy (France) Mariyam Shakeela (Maldives)</i>
	<i>Membership Development</i>	<i>Zalillah, Mathius, Runar, Mario, Wahid and Leny With the support of volunteer: Greg Davies (Australia)</i>

Road map: to make ISGF a more meaningful organization.

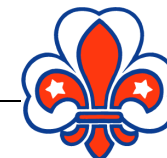
Partnership: in addition to the partnership with IAG, UNHCR, WAGGGS and WOSM, the members will identify new organizations/Foundations/Companies who may be interested in collaborating with ISGF to widen the fields of action of ISGF.
To make recommendations to the WB of potential partners for action. (It can be in term of projects, human resource, visibility.....)
To identify events of other organization where ISGF can be represented, or showcase what ISGF does and make proposal to WB

Networking: to identify and organise ISGF taskforces. It is a question of categorizing ISGF possibilities in terms of skills, availabilities and areas in order better sell ISGF to partners and to implement wider scale projects

Membership development: Develop incentive programmes and to create new opportunities for Twinning. Make recommendations to the WB on how to increase and develop membership in a specific region. Propose activities, ways, means that might increase and develop membership in different regions.

Fundraising: to identify potential donors, grants making organizations/foundations working with Finance team, make recommendation to the WB and support the Bureau in developing proposals for the same.
Supporting the WB in implementation of the projects initiated, technically or other ways depending on the availability of the member.

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TEAMWORK

Team ISGF activities	<i>World Conference 2020</i>	<i>Wahid (Contact person with Host Committee) Cécile (paperwork)</i>
	<i>WS Jamboree</i>	<i>Zalillah and Leny with the support of the World Bureau</i>
	<i>Global Activities/ Events</i>	<i>Elin With support of volunteer: Marguerite Gootjes (Netherlands)</i>
	<i>Projects</i>	<i>Mathius and Mario With support of volunteer : Victoria Namusisi (Uganda), Dave Mowbray (UK), Mariyam Shakeela (Maldives), Verna Lopez (Curacao), Virginia Bonasegale (Italy)</i>

Road map: to offer ISGF a full programme of activities 2018-2020 and reactiveness

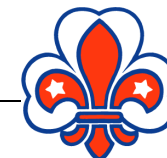
World Conference: Wahid will be the Contact person of the Host Committee and will follow the preparation of the WConf in terms of facilities and finances

WS Jamboree: Zalillah will be the Contact person of WOSM and will follow the preparation of the ISGF participation with the support of the World Bureau and Leny.

Global activities/ Events: to come up with a plan of activities/ events to make ISGF members feel they belong to only one organisation, ISGF. It is necessary to identify activities related to specific topics (environment/ peace). A yearly plan is necessary to allow NSGF to take part in the global activities and/or to adjust their national programme in accordance.

Projects: to identify global projects regarding peace/environment, support to Scouting and Guiding/UNHCR. Recommend where they can be implemented and how to raise funds for the project. Make recommendation to the WB for approval and support and help in documenting completed, existing and future projects, To confirm or adjust the International Project team process. Projects should have a broader impact and therefore guidelines should be drafted to better dole out applications to ISGF's field of action. It is mutually agreed that Regions have a role to play in identifying projects and they are invited to cooperate more with the global level.

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TEAMWORK

Team Visibility	<i>Communication /PR</i>	<p><u>PR and social Media</u> : Elin With support of volunteer : Ana Rodrigues (Spain)</p> <p><u>Newsletter</u> :Cécile</p> <p><u>Website</u>: Leny Content Manager Out sourcing: Ronald de Rosa Spierings (webmaster)</p>
	<i>Shop</i>	<p>Cécile With support of volunteer: Mida Rodrigues (Portugal)</p>

Road map: to make ISGF better known

To ensure and develop the public and brand images of ISGF by promoting the organisation via social media and its website and via ISGF Shop
 Look out for events, conferences, workshops where ISGF can be easily, propose to the WB for action.
 Use of social media (Facebook, Twitter, WhatsApp, Instagram...), flyers, banners and other means to make our activities however small it may seem, to be visible to everyone.
 Work with PR/Communication to develop relevant information/resources to share during events.

Team Governance	<i>World Bureau</i>	<p>Cécile With support of Elin and Anthony Translators (volunteers): pending</p>
	<i>Finance</i>	<p>Mathius, Runar and Anthony</p>
	<i>Legal</i>	<p>Wahid and Zalillah With support of volunteers: Jane Wardropper (UK), Jean-François Levy (France) and Akram Zribi (Tunisia), Nana Gentimi (Greece) for Africa Region.</p>

Road map: to ensure an administrative frame to ISGF and its components organisations