

SI (Soroptimist International) Limited
Recruitment Pack
President Appeal Co-ordinator

2022-2023



www.soroptimistinternational.org

October 2020

SOROPTIMIST INTERNATIONAL PRESIDENT APPEAL CO-ORDINATOR

Call for Applications:

President Appeal Co-ordinator to SI (Soroptimist International) Limited

Mid-January 2021 – 31 December 2024 (working with the President Appeal for the biennium 2022 – 2023)

Soroptimist International is pleased to announce that it is inviting applications for the volunteer role, President Appeal Co-ordinator.

The SI PA Coordinator will work with the President Elect to research and determine the proposed appeal area of work, which will be ratified by the SI Board. Once ratified she will actively promote the Appeal goals, objectives and strategies to engage global membership support. She will liaise with the President, SI Director of Advocacy (SIDA), SI Global Executive Director (SIGED) and the International Communications Manager and work closely with the Federation Representatives on the PA Committee to promote the President's Appeal. The PA Coordinator will Chair the SI President's Appeal Committee.

Candidates will need to be proficient users of Microsoft Word, Excel and PowerPoint and capable users of email. The successful candidate will need to assign a minimum of 8-10 hours per week to this role and will be a volunteer and an accredited member of their nominating Federation. They should be resourceful and efficient, a confident presenter and willing to work across several time zones with SIHQ and appointed volunteers. Candidates are encouraged to demonstrate their project management experience and respond to the responsibilities of the role with comparative examples of work in their application. These will be reviewed at interview and further attested to by both professional and character references.

How to Apply

Candidates should demonstrate their ability to execute the role by submission of their CV and supporting statement, plus two references, one which should be from an external source if possible and one that attests to related Soroptimist work. Candidate should follow the process cited in the attached Role Description which should be sent to your Federation Executive Director by **23 November 2020**.

Timetable:	
Applications open:	26 October 2020
Applications close:	Application, supporting statement and references must be submitted to Federation Executive Directors by 23 November 2020
Received by SI GED	Federations must forward applications, supporting documentation and references to the SI GED by 30 November 2020
Shortlisting:	Shortlisted candidates will be notified week commencing 09 December 2020
Preliminary Interview Dates:	Week commencing 14 December 2020 using Go To Meeting (virtual meeting)

Final Appointment:	The elected candidate will assume the post as by Mid-January 2021 -1 year before the beginning of the new biennium, or as soon as is practically possible.
--------------------	---

About Soroptimist International

Soroptimists Educate, Empower and Enable women and girls to have an equal voice to achieve gender equality and strong, peaceful communities worldwide. Soroptimist International is committed to Human Rights for all, Global Peace and International Goodwill, advancing women's potential, integrity and democratic decision-making, volunteering, diversity and friendship.

Soroptimist International conducts all its business through a Company limited by guarantee, entitled SI (Soroptimist International) Limited (hereafter referred to as SI or the Company) The Company is registered in England and Wales with Companies House, Company Number 08670477. The Company has five Members:

- The Federation of Soroptimist International of Africa
- The Federation of Soroptimist International of the Americas
- The Federation of Soroptimist International of Europe
- The Federation of Soroptimist International of Great Britain and Ireland
- The Federation of Soroptimist International of the South West Pacific

The Company as at 01 January 2021 will have thirteen Directors, two from each member Federation, plus the SI President, Treasurer and Director of Advocacy who are each appointed as a Director of the Company; each Director has one vote; voting in board meetings and by electronic ballot.

The SI Global Executive Director is also appointed as the Secretary of the Company. In 2018, the Company contracted with an outsourcing Company to undertake its bookkeeping and payroll. The Company conducts its finances principally in UK pounds, Euros and US dollars; other currencies as required are also transacted. The SI President Appeal is also conducted through the Company; financial activity is reported within the Annual Financial Statements.

Five Authorised Representatives are appointed to participate in the annual general meetings and general meetings of the Company: one Representative from each Member Federation. The Authorised Representatives are confirmed annually to the Company Secretary.

The Company has an Executive Team who serve for a pre-determined biennium and who are more involved with the day to day management of activities and work closely with the permanent staff at SIHQ. The Executive Team comprises: SI President, SI President Elect or SI Immediate Past President,

SI Director of Advocacy, and the SI Treasurer; the SI Procedural Consultant and SI Global Executive Director (permanent staff) are advisors to the Executive Team.

Role Description

The SI PA Coordinator works with the President to actively promote the SI President's Appeal goals, objectives and strategies. She liaises with the President, SI Director of Advocacy (SIDA), SI Global Executive Director (SIGED) and the International communications Manager. The PA Coordinator works closely with the Federation Representatives on the PA Committee to promote the President's Appeal. The PA Coordinator will Chair the SI President's Appeal Committee.

Criteria for Selection

- Sound knowledge of and demonstrated interest in SI programme/advocacy and related activities, as evidenced by service and preferred experience at the SI Board level as a member of the International Advocacy/Programme or in a recognised Federation leadership role;
- Recognised leadership skills
- Ability to delegate and share responsibilities;
- Ability to build an effective team and serve flexibly on teams;
- Well-developed oral and written communication skills in English;
- Sound information technology and electronic communication skills.
- Effective communication and interpersonal skills;
- Impartiality, fairness and the ability to respect confidences;
- Skills in diplomacy and tactfulness;
- Understanding of the PA's Terms of Reference;
- Knowledge of SI governance documentation;
- Understanding of SI management structures;
- Project Management skills;
- Ability to develop and maintain a database of prospective grant bodies;
- Fundraising experience to include securing funds from and making applications to grant bodies would be desirable. Ideally, this would include proactively researching the environment and being able to complete applications for funding.
- Ability to work autonomously and manage workloads and deadlines.

How Elected

- Applications for the position of the President's Appeal Coordinator shall appear on the Members section of the SI website by 26 October 2020.
- Candidates must send their applications, supporting statement and references electronically to their Federation Executive Director by 23 November 2020. The Federation Executive Director shall forward the application signed by an Officer of the Federation together with a letter confirming that the candidate is in good standing in respect of the criteria of her Federation, her supporting statement and two references to the Global Executive Director at SIHQ by 30 November 2020.
- A Selection Panel shall consist of at least one (1) representative from each Federation plus the SI President Elect as Chairperson shall shortlist the applicants during the week commencing 7 December 2020. All applicant will be advised by 09 December 2020 and interview with those shortlisted shall take place during the week commencing 14 December 2020. The Selection Panel shall advise their selection for this role to the Board for approval by ballot. The result will be announced as soon as the outcome of the ballot is known. (as per Byelaws Part 9.4).
- The elected candidate will assume the post by Mid-January 2021 - 1 year before the beginning of the new biennium, or as soon as is practically possible.

Commencement of Office

The President's Appeal Coordinator shall take office on Mid-January 2021 and will be mentored by the current PA Coordinator and the President Elect.

Term of Office

The President's Appeal Coordinator-Elect comes into post 12 months before taking on the post for the biennium (i.e. 1 January on an odd number year). The President's Appeal Coordinator continues to complete the PA work as the Immediate PA Coordinator for a further 12 months (total commitment 4 years). (Refer to Bye-Laws Part 8)

Responsibilities

SI President's Appeal

- Create a board presentation for approval of the appeal with President Elect which will be presented to the Face to Face Board Meeting on an odd numbered year.
- Ensure appropriate budgeting for the management and administration of the project. (up to 10% of funds may be used for this purpose)

Seeking support from SIHQ to oversee the project ensuring the following:

- The PA Coordinator is responsible for administrative tasks including tracking applications, making decisions, monitoring finances, and meeting deadlines for reports.
- Creation of marketing materials including the provision of packaged communication ready for the Federations to use in their member communications in conjunction with International Communications Manager. Marketing of the President's Appeal on the SI website, through SI social media, at the UN, and in any other appropriate ways.
- Tracking public awareness generated for the key message about SI's impact resulting from this project.
- Report annually for the face to face board meeting where the President will present report.
- Ensure regular reporting providing quarterly progress reports for the SI President's Appeal to the SI Board and Federations and to report outcomes for the SI President's Appeal to the SI Board and Federations on annual basis.
- Liaise with Federation PA Committee Representatives to ensure that the PA is promoted in all Federations.
- Develop and maintain a database of prospective grant bodies.
- Prepare funding applications to grant bodies to secure revenue for President Appeal projects, if required.

Finance:

- Liaise with the President- Elect and SI Treasurer to develop a PA budget
- Develop budgets, profit and loss statements and financial reports that reflect and support the SI President's Appeal
- Monitor expenditure

Attendance at SI Meeting

The **SI PA Coordinator** may be invited by the SI President to attend SI Board meetings the cost of which shall be funded by SI. (*Refer to Article 4.2.8 of the Bye- Laws.*) The President's Appeal Coordinator-Elect may be invited to attend Board Meetings including Face to Face meeting, as observers. All budgeted expense claims must be submitted within the deadline set out in the Travel and Expenses Policy. Any major expenditure must be approved by the SI Board and be within budget. (*Refer to the Travel and Expenses Policy for additional details.*)

Temporary Inability to Serve

In the event of the temporary inability of the **SI PA Coordinator** to serve the SI President shall appoint a replacement pro tempore.