



International Association for Volunteer Effort

## **International Association for Voluntary Effort**

### **Position Description**

#### **Position Title**

- IAVE National Representative for (name of the country)

#### **Purpose**

- Promote IAVE as a worldwide leadership organization for volunteering.
- To represent the vision and mission of IAVE within the designated country with the highest standards and regards.
- To provide leadership in promoting IAVE's mission and building IAVE networks within the country.
- To provide leadership in raising awareness about IAVE's goals and its capacity to support volunteering and volunteer management.
- To participate in a regional leadership team to support IAVE and promote volunteering at the regional level.

#### **Appointment**

- The Regional Representatives shall recommend potential National Representatives in their region and the President shall appoint them in consultation with the Board of Directors.

#### **Requirements**

- National representatives may be either organizations or individuals.
- If organizations, it is preferable that the organizations are recognized as national leaders of volunteering in their country.
- Organizations appointed as NRs must designate a specific person to have primary responsibility for fulfilling the duties of the NR position.
- If individuals, ideally they are affiliated with organizations that will offer support for their work on behalf of IAVE. It is preferable that those organizations are recognized national leaders for volunteering in their countries.
- If it is not possible to identify an individual with an appropriate organizational affiliation, an unaffiliated individual may be selected as National Representative.
- In all cases, either the individual or the organization must be a current IAVE member.

## **Meetings**

- There shall be a meeting of National Representatives at each regional and world conference, and at other such opportunities as they occur.

## **Term**

- The term of office shall be two (2) years and may be renewed by the President based on performance reviews by the Regional Representative, Representative of National Representatives, and the Secretariat.
- National Representatives who become Board Members shall cease to be National Representatives. The sole exception to this is the Board Member elected as Representative of National Representatives.
- National Representatives may be removed for cause by the President on recommendation of the Regional Representative and concurrence of the Board.
- The position of National Representative should be limited to 6 years (a maximum of two renewals) unless:
  - a) the NR is the national volunteer center, which is determined to be both competent and willing to continue to serve as NR, or b) no other organization or individual in the country is determined to be both competent and willing to serve as NR.

## **General Responsibilities**

- Act as a main point of contact for IAVE and IAVE members in the country
- Facilitate the growth of IAVE membership nationally.
- Build contacts for IAVE in key agencies and organizations.
- Encourage active participation in IAVE regional and world conferences.
- Share knowledge of volunteering in the country by contributing to E-IAVE, the IAVE website, and any other appropriate social media (Facebook, etc.).
- Submit a quarterly report (every three months) on work and activities to the Regional Representative and to the Representative of National Representatives on the IAVE Board.
- Identify opportunities for IAVE engagement in the country, particularly in regard to IAVE's areas of priority focus and strategic plans.
- When appropriate, take leadership for organizing regional conferences or meetings.
- Participate in a Regional Leadership Team under the leadership of the Regional Representative to support IAVE and promote volunteering at the regional level, should a team be created.
- Participate in the IAVE Network of National Representatives.

## **Where capacity exists**

- Encourage and facilitate communication and sharing of "best practices" worldwide.
- Increase the level of national awareness of volunteering
- Work to strengthen local leadership to creatively and effectively involve volunteers.

## **Communication & Support**

- IAVE Representative of National Representatives
- IAVE Regional Representative
- IAVE Secretariat

## **Benefits**

- Positioning as a member of the IAVE leadership team.
- Positioning as a leader in volunteering.
- Opportunity to build and strengthen personal networks and connections within the country, regionally, and worldwide.
- Discounted registration for IAVE regional and world conferences based on need and performance as NR.
- Priority consideration for scholarships to attend IAVE world and regional conferences, when available, based on need and performance as NR.
- Learning experience for personal capacity building.
- Recognition of the time, talent and resources provided by the NR as an IAVE volunteer and member of the IAVE leadership team.

\*\*\*The above described Job Description for IAVE National Representatives was approved by the IAVE Board of Directors during its Board meeting in September 2014 in Golden Coast, Australia and instructed to be officially communicated during the NR Meeting.