



**SOROPTIMIST INTERNATIONAL GREAT BRITAIN AND IRELAND  
(SIGBI LIMITED)**

**SIGBI LIMITED ROLE SPECIFICATIONS**

***For the purpose of this document, references to Soroptimist International Great Britain and Ireland (SIGBI) Limited and Soroptimist International may be written as “SIGBI” and “SI” only.***

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## **DEFINITIONS**

For the purpose of understanding this document, the following definitions apply:

### **Communications**

The term communications relates to public relations, publicity and marketing activity. It includes internal and external communications and all available forms of media used to address communications.

### **SIGBI Strategic Plan**

This is SIGBI's process of defining its strategy or direction and making decisions on allocating its resources to pursue this strategy over a specific period (i.e. five years).

### **Committee Director Work Plans**

Individual Work Plans of Committee Directors, which forms part of the SIGBI Strategic Plan and sets out the Committee's goals for a specific period (i.e. one year).

### **Records of Action (ROA)**

Records of action required within the SIGBI Board Meetings and enables such actions to be monitored and completed within the required period.

### **The Board**

The Board of Soroptimist International Great Britain and Ireland (SIGBI) Ltd.

### **SIGBI Ltd**

Soroptimist International Great Britain & Ireland (SIGBI) Ltd.

### **Company Secretary**

Company Secretary of SIGBI Ltd

## **JOB SHARING**

Soroptimist International Great Britain and Ireland (SIGBI) Ltd is committed both to issues of equality of opportunity and to providing flexible working practices to assist in the work/life balance for members. SIGBI supports the practice of job sharing at all levels within the organisation. It recognises that job sharing presents a range of opportunities for those who cannot or choose not to work on a position on a full-time basis. Requests for job sharing roles will be considered on a 'case by case' basis.

### **The Practice of Job Sharing**

- Job sharing is an arrangement whereby two or more people choose to share a position.
- Vacant positions will be deemed to be appropriate for a job share arrangement and will therefore be advertised as available on a job share basis. No position will be deemed as only available on a job share basis.
- There is no automatic right for any applicant to work on a job share basis. There will be no compulsion on members to share positions unless they voluntarily express a desire to do so, nor shall those making applications for a position be compelled to consider job share instead.

## **SIGBI CHARITABLE FUNDS**

### **Benevolent Fund (Charity No: 211840)**

The Benevolent Fund is a registered charity to which all Clubs within the United Kingdom, Channel Islands, Isle of Man and the Republic of Ireland contribute (as part of the SIGBI membership fee).

Application forms for assistance for Soroptimists within the United Kingdom, Channel Islands, Isle of Man and the Republic of Ireland may be obtained from the Honorary Secretary of the Benevolent Fund Committee or from Regional Benevolent Fund Representatives, to whom they should be returned direct, as this information is strictly private and confidential. Past members of SIGBI may also apply, providing they were members for over three years.

The address of the Honorary Secretary of the Benevolent Fund may be obtained from SIGBI HQ.

The Director of Finance (Benevolent Fund Treasurer) is responsible for the preparation of the accounts for submission to the Independent Examiner and the Charity Commission, the Board of SIGBI Ltd and Members.

### **Diamond Education Grant (Charity No: 1139668)**

Previously known as the Golden Jubilee Fellowship, the Diamond Education Grant is a registered charity and was established from funds raised by the membership during 1968/1970 (to celebrate the Golden Jubilee of Soroptimist International) to assist women in advancing their education. The name of the charity was changed in 2010.

All Clubs within the United Kingdom, Channel Islands, Isle of Man and the Republic of Ireland contribute to the charity (as part of the SIGBI membership fee).

The annual income from the invested capital is available to any woman domiciled within the boundaries of SIGBI. Applications are invited by 15 April for the academic year beginning the following September/October. The awards are, in the first instance, for one year, and in suitable cases for a further year or term. Should no awards be made in any one year, the accumulated funds may be used in subsequent years.

Preference is given to those women seeking to refurbish their skills or to acquire new ones as they seek, either to enter the employment market after years in the home or to enter a field in which prospects of employment and/or advancement are greater.

The Grant is managed by a Board of five Trustees, four of whom will be appointed from the membership of SIGBI Ltd. One of these Trustees should be qualified to act as Treasurer. The fifth Trustee will be the Director of Programme to represent the Board of SIGBI Ltd.

Applications are considered at an annual applicant selection meeting of the Trustees, whose decision will be final.

The Treasurer is responsible for the preparation of the accounts for submission to the Independent Examiner and the Charity Commission, the Board of SIGBI Ltd and Members.

### **Emergency Relief Fund (Charity No: 211231)**

The Emergency Relief Fund is a registered charity and all Clubs within the United Kingdom, Channel Islands, Isle of Man and the Republic of Ireland contribute to the charity (as part of the SIGBI membership fee).

The Fund was established to enable SIGBI to donate monies to assist with immediate and urgent relief in times of natural or manmade disaster.

The Fund is managed by a Board of five Trustees, which consists of the President Elect, Programme Director, Finance Director, plus two Trustees appointed from within the membership of SIGBI Ltd.

## **SIGBI CHARITABLE FUNDS**

Applications to the Fund may be made by members, Clubs, Regions, National Associations and Networks. All applications are initially reviewed to ensure they meet the criteria as set out in the Emergency Relief Fund Protocol.

All requests for emergency aid from the Fund shall be considered by the Board of Trustees, that decision is final.

The Director of Finance is responsible for the preparation of the accounts for submission to the Independent Examiner and the Charity Commission, the Board of SIGBI Ltd and Members.

## **SIGBI LIMITED BOARD (the Board)**

### **PURPOSE AND ROLE**

The Board has responsibility for managing SIGBI in line with the SIGBI Strategic Plan and in accordance with UK company and charity legislation.

The Board has access to the governing documents of SIGBI:

1. Articles of Association
2. Byelaws
3. Region/National Association//Network Constitution
4. Club Constitution

and other policies and protocols available on the Board/FCC password protected website.

### **MEMBERSHIP**

The members of the Board are the Directors of SIGBI Limited. The Company Secretary attends Board meetings in a nonvoting role.

Responsibilities of individual members are listed in the SIGBI Role Specifications.

### **OPERATIONAL DETAILS**

The Board normally meets four times a year. It may meet at additional times electronically or face to face if this is considered essential (subject to budgetary constraints). The President will normally chair the meetings. Between meetings the President will refer matters to other members of the Board for ballot by post or other electronic means.

The President Elect or another Director will act as Chair in the event of the President not being available.

## **SIGBI PRESIDENT**

The President is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct the activities of SIGBI and promote the aims of SIGBI to other organisations, bodies and governments.

### **KEY TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board.  
Duties to include:
  - Contribute to the SIGBI Strategic Plan.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
  - To lead the Strategic Monitoring Group.
2. Undertake a schedule of visits within and outside of SIGBI, in line with SIGBI's strategic priorities. Chair the Board Meetings or delegate the role to another Director.
3. Chair the General Meeting of SIGBI Limited or delegate the role to another Director.
4. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.
5. Authorise the release of official documents and statements on behalf of SIGBI.
6. Work closely with other Directors, the Executive Officer and SIGBI Staff to ensure effective management of SIGBI and compliance to company and charity law.
7. Act as one of the cheque signatories for SIGBI Limited.
8. Act as SIGBI Limited's Authorised Representative at the GM of SIGBI Trading Ltd.
9. Ensure good relationships between SIGBI, the other Federations and Soroptimist International.
10. Act as SIGBI's Authorised Representative at the General Meeting of Soroptimist International.

### **Essential Skills**

Demonstrate evidence of working at a management level within private, the public or charitable sectors.

Demonstrate evidence of excellent written and verbal communication skills.

Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans.

Demonstrate evidence of the ability to think both creatively and strategically.

Demonstrate evidence of good leadership skills.

Demonstrate evidence of the ability to work independently and with teams and delegate where necessary.

## **SIGBI PRESIDENT**

### **Desirable Experience**

Experience of working on a Board/Committee.  
Experience of chairing meetings.  
Experience of project management.  
A good working knowledge of technology.

### **METHOD OF APPOINTMENT**

The SIGBI President normally proceeds to the office (after serving as President Elect) without further election.

### **TERM OF OFFICE**

One Federation year.

The President takes office at the beginning of the Federation year, as she progresses from President Elect to President.

### **REMOVAL FROM OFFICE**

Where a SIGBI President is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the President being notified of her removal from office.

### **RIGHT OF APPEAL**

The SIGBI President has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI President's notice of removal from office is suspended pending the result of that appeal.

A SIGBI President removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form in accordance with the SIGBI Expenses Policy.

Travel and subsistence expenses to attend functions/meetings of Clubs, Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI Programme Action Committees and SIGBI General Meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.



## **SIGBI PRESIDENT ELECT**

The President Elect is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To support the President and deputise for her where necessary and undertake such duties as required to support SIGBI's Strategic Plan.

### **KEYS TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the management team.  
Duties to include:
  - Contribute to the SIGBI Strategic Plan.
  - Submit reports to Board meetings.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
2. Act as a Trustee of the Emergency Relief Fund (ERF).
3. Act as SIGBI's Representative on the Benevolent Fund (BF) for her term of office as President Elect.
4. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.
5. Work closely with other Directors, the Executive Officer and SIGBI Staff to ensure effective management and compliance.
6. Act as one of the cheque signatories for SIGBI Limited.
7. Act as a liaison and be an effective communicator to Councillors on the FCC to clarify issues in respect of written or other communications from or to the Board.

### **Essential Skills**

Demonstrate evidence of working at a management level within private, the public or charitable sectors.

Demonstrate evidence of excellent written and verbal communication skills.

Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans.

Demonstrate evidence of the ability to think both creatively and strategically.

Demonstrate evidence of good leadership skills.

Demonstrate evidence of the ability to work independently and with teams and delegate where necessary.

### **Desirable Experience**

Experience of working on a Board/Committee.

Experience of chairing meetings.

Experience of project management

A good working knowledge of technology.

## **SIGBI PRESIDENT ELECT**

### **METHOD OF ELECTION**

An open call for nominations will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing and have served as a member of SIGBI Ltd for a minimum of five years.

A candidate will be expected to demonstrate her experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two -minute video outlining their statement of intent regarding the role of President Elect.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chair of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

The SIGBI President Elect normally proceeds to the office of President without further election.

### **TERM OF OFFICE**

One Federation year.

The President Elect takes office at the beginning of the Federation year, following the election.

### **REMOVAL FROM OFFICE**

Where a SIGBI President Elect is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the President Elect being notified of her removal from office.

### **RIGHT OF APPEAL**

The SIGBI President Elect has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI President Elect's notice of removal from office is suspended pending the result of that appeal.

A SIGBI President Elect removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form in accordance with the SIGBI Expenses Policy.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI Programme Action Committee and SIGBI General Meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI DIRECTOR OF FINANCE**

The Director of Finance is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct SIGBI's finance activities.

To lead a Standing Committee to complete the objectives relating to Finance within SIGBI's Strategic Plan.

### **KEY TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board. Duties to include:
  - Contribute to the SIGBI strategic plan.
  - Submit reports to Board meetings.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
2. Create a Work Plan for the finance activities within SIGBI.
3. With the support of a Standing Committee, ensure the finance of the charitable company and its subsidiary is in accordance with relevant regulation, statutory or otherwise.
4. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.
5. Liaise with the SIGBI Auditors and provide a Statement of Accounts and Balance Sheet as at 31 March each year, which shall be audited and laid before the members and presented at a SIGBI General Meeting if held.
6. Prepare budgets on an annual basis.
7. Manage the SIGBI budget to ensure it remains on target and amend when/where necessary.
8. Review management accounts and cash flows and report to the Board at each Board meeting.
9. Liaise with the Executive Officer and staff team to direct the financial aspects of SIGBI.
10. Act as one of the cheque signatories for SIGBI Limited.
11. Act as the Director of Finance of SIGBI Trading Limited.
12. Act as a Trustee and Treasurer of Emergency Relief Fund (ERF).
13. Act as one of the two SIGBI Representatives to the Benevolent Fund (BF) and act as Treasurer.

## **SIGBI DIRECTOR OF FINANCE**

### **Essential Skills**

Demonstrate working at a management level within private, the public or charitable sectors.

Chartered Management Accountant, CCAB qualified or equivalent.

Demonstrate evidence of excellent written and verbal communication skills.

Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans. Demonstrate evidence of the ability to think both creatively and strategically.

Demonstrate evidence of good leadership skills.

Demonstrate evidence of the ability to work independently and with teams and delegate where necessary.

### **Desirable Experience**

Experience of working on a Board/Committee.

Experience of chairing meetings.

Experience of project management.

Proven experience and demonstrable working knowledge of Charity Law.

A good working knowledge of technology

### **METHOD OF APPOINTMENT/ELECTION**

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

A candidate will be expected to demonstrate her experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two- minute video, outlining their statement of intent for the role of Finance Director.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chair of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a re-appointment/election for a further two years to serve a maximum of four years.

The Director takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Director of Finance is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Director of Finance being notified of her removal from office.

## **SIGBI DIRECTOR OF FINANCE**

### **RIGHT OF APPEAL**

The SIGBI Director of Finance has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Director of Finance's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Director of Finance removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI programme Action Committee and SIGBI General Meetings (as appropriate) will be aid in accordance with the SIGBI Expenses Policy

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI FINANCE COMMITTEE**

### **PURPOSE AND ROLE**

To consider and advise the Board on the financial implications of policy decisions. The Committee will operate within the SIGBI Strategic Plan.

### **KEY TASKS**

1. Implement relevant aspects of the SIGBI Strategic Plan in conjunction with other Committees of SIGBI as appropriate, within the time-scale set.
2. Consider and advise the Board on the financial implications of proposed actions by SIGBI.
3. Prepare strategies for the financial development of SIGBI by forward financial planning.
4. Receive the Annual Report and Accounts before circulation to the membership and advise the Federation Director of Finance of any comments or questions.
5. Formulate and implement an action plan for the work of the Committee, set by the Director of Finance, within agreed budgets for the approval of the Board.
6. Identify issues and make recommendations for inclusion in the SIGBI Strategic Plan.
7. Review the Tender and selection process for appointment of Auditors, as and when required.

### **MEMBERSHIP**

The Committee will normally comprise:

Director of Finance

Additional members with specific expertise within the Federation.

### **OPERATIONAL DETAILS**

Business will normally be carried out by post, e-mail, or other indirect means.

## **SIGBI DIRECTOR OF GOVERNANCE**

The Director of Governance is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct SIGBI's governance activities.

To lead a Standing Committee to complete the objectives relating to Governance within SIGBI's Strategic Plan.

### **KEY TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board. Duties to include:
  - Contribute to the SIGBI Strategic Plan.
  - Submit reports to Board meetings.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
2. Create a Work Plan for the governance activities within SIGBI.
3. To develop, establish and embed high quality working practices and standards for governance administration and support within SIGBI.
4. With the support of the Standing Committee ensure the governance of the charitable company is in accordance with relevant regulation, statutory or otherwise.
5. Ensure website compliance regarding statutory governance information.
6. Work closely with the Executive Officer to ensure compliance with the submission of statutory nonfinancial information required by Companies House and the Charity Commission for England and Wales.
7. Maintain confidentiality of information in line with Data Protection legislation and safeguarding requirements.
8. Actively promote equality and diversity ensuring these principles permeate working practices.
9. Liaise with the Executive Officer to initiate an annual review of the Charity Governance Code Assessment Template for Small Charities.
10. Liaise with the Executive Officer and Procedural Consultant regarding all matters pertaining to governance.

### **Essential Skills**

Demonstrate working at a management level within the private, the public or charitable sectors.

Demonstrate evidence of excellent written and verbal communication skills.

Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans.

Demonstrate evidence of the ability to think both creatively and strategically.

Demonstrate evidence of good leadership skills.

Proven experience and demonstrable working knowledge of Charity and Company Law.

Demonstrate evidence of the ability to work independently and with teams and delegate where necessary.

## **SIGBI DIRECTOR OF GOVERNANCE**

### **Desirable Experience**

Experience of working on a Board/Committee.  
Experience of chairing meetings.  
Experience of project management.  
A good working knowledge of Technology

### **METHOD OF APPOINTMENT/ELECTION**

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

A candidate will be expected to demonstrate her experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two-minute video, outlining their statement of intent for the role of Director of Governance.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chair of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a re-appointment/election for a further two years to serve a maximum of four years.

The Director takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Director of Governance is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Director of Governance being notified of her removal from office.

### **RIGHT OF APPEAL**

The SIGBI Director of Governance has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Director of Governance's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Director of Governance removed from office shall be precluded from taking further office at any level within SIGBI.



## **SIGBI DIRECTOR OF GOVERNANCE**

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI Programme Action Committee and SIGBI General Meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI GOVERNANCE COMMITTEE**

### **PURPOSE AND ROLE**

To consider and advise the Board on all matters relating to Governance. The Committee will operate within the SIGBI Strategic Plan.

### **KEY TASKS**

1. Implement relevant aspects of the SIGBI Strategic Plan in conjunction with other Committees of SIGBI as appropriate, within the time-scale set.
2. Formulate and implement an action plan for the work of the Committee, set by the Governance Director, within agreed budgets for the approval of the Board.
3. Assist in the development of an appropriate induction programme for Board members, emphasising appropriate respect of diversity, inclusion and equality.
4. Periodically review the defined and adopted Mission and Vision statements and ensure they are consistent across all documents and activities.
5. Periodically review the governing documents of SIGBI to ensure they are consistent with application laws and actual or desire organisation practices and amend such governing documents as necessary.
6. Assist in the development of and review other governance policies to guide effective oversight and thoughtful planning.
7. Review the performance of and any perceived or actual conflicts involving individual Board members.
8. Ensure timely and compliant election of Board members and post holders.
9. Work closely with the Procedural Consultant and Executive Officer to prepare resolutions for the SIGBI General Meeting.

### **MEMBERSHIP**

The Committee will normally comprise:

Director of Governance  
SIGBI Procedural Consultant  
Additional members with specific expertise within the Federation.

### **OPERATIONAL DETAILS**

Business will normally be carried out by post, e-mail or other indirect means.

## **SIGBI DIRECTOR OF MEMBERSHIP & DEVELOPMENT**

The Director of Membership & Development is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct SIGBI's Membership and Development activities.

To lead a Standing Committee to complete the objectives relating to Membership and Development within SIGBI's Strategic Plan.

### **KEY TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board. Duties to include:
  - Contribute to the SIGBI Strategic Plan.
  - Submit reports to Board meetings.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
2. Create a Work Plan for the membership and development activities within SIGBI.
3. Manage the membership and development activities within SIGBI with the support of a Standing Committee.
4. Ensure the Membership and Development Standing Committee functions in accordance with the Terms of Reference.
5. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.
6. To develop and advise on the development and formation of new forms of membership and clubs.
7. Act as the point of contact for Associate Members.
8. Encourage Clubs, Regions, NAs and Countries to recruit, support and mentor new members.
9. Encourage the creation of new Clubs in Regions, National Associations and Countries.
10. Project manage Membership campaigns.
11. Manage the Membership and Development budget and ensure it remains on target.
12. Respond to queries and clarify issues relating to membership and development within SIGBI.
13. Be responsible for overseeing the approved application of the Dispute Resolution Procedure within SIGBI.

## **SIGBI DIRECTOR OF MEMBERSHIP & DEVELOPMENT**

### **Essential Skills**

Demonstrate evidence of working at a management level within private, the public or charitable sectors.

Demonstrate evidence of excellent written and verbal communication skills.

Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans.

Demonstrate evidence of the ability to think both creatively and strategically. Demonstrate evidence of good leadership skills.

### **Desirable Experience**

Experience of working on a Board/Committee.

Experience of chairing meetings.

Experience of project management.

Demonstrate experience of engaging stakeholders/members/staff in campaigns/projects.

A good working knowledge of technology

### **METHOD OF APPOINTMENT/ELECTION**

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

Candidates will be expected to demonstrate their experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two-minute video, outlining their statement of intent for the role of Director of Membership & Development.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chair of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a re-appointment/election for a further two years to serve a maximum of four years.

The Director takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

## **SIGBI DIRECTOR OF MEMBERSHIP & DEVELOPMENT**

### **REMOVAL FROM OFFICE**

Where a SIGBI Director of Membership and Development is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Director of Membership and Development being notified of her removal from office.

### **RIGHT OF APPEAL**

The SIGBI Director of Membership and Development has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Director of Membership and Development's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Director of Membership and Development removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI Programme Action Committee and SIGBI General Meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI MEMBERSHIP & DEVELOPMENT COMMITTEE**

To consider and advise the Board on all matters relating to membership and the recruitment and retention of members, including the development and formation of new forms of membership and new types of Clubs. The Committee will operate within the SIGBI Strategic Plan.

### **KEY TASKS**

1. Implement relevant aspects of the SIGBI Strategic Plan in conjunction with other Committees of SIGBI as appropriate, within the time-scale set.
2. Be responsible for the development of Clubs and development of Club training programmes and materials, pertaining to the recruitment and retention of members.
3. Assist in the development and formation of new forms of membership and new types of Clubs.
4. Assist in the development of a strategy and policies relating to the recruitment and retention of members.
5. Assist in the development of a strategy and policies for the creation and support of new Clubs and new forms of membership.
6. Liaise closely with relevant SIGBI Directors, Committees, Working Parties and Members regarding all matters relating to membership and organisational development.
7. Support and advise Club/Region/National Association/Network/Country Membership and Organisational Development Officers.
8. Assist with the development of SIGBI policies in relation to membership, extension and Club issues.
9. Formulate and implement an action plan for the work of the Committee, set by the Membership Director, within agreed budgets for the approval of the Board.
10. Identify issues and make recommendations for inclusion in the SIGBI Strategic Plan.
11. Work closely with the SIGBI Membership and Website Officer to administer the Memorial Fund applications.

### **MEMBERSHIP**

The Committee will normally comprise:

Director of Membership

Additional members with specific expertise within the Federation.

### **OPERATIONAL DETAILS**

Business will normally be carried out by post, e-mail or other indirect means.

## **SIGBI DIRECTOR OF PR, MARKETING & COMMUNICATIONS**

The Director of PR, Marketing & Communications is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct SIGBI's PR, Marketing and Communications activities.

To lead a Standing Committee to complete the objectives relating to PR, Marketing and Communications within SIGBI's Strategic Plan.

### **KEY TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board. Duties to include:
  - Contribute to the SIGBI Strategic Plan.
  - Submit reports to Board meetings.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
2. Create a Work Plan for the PR, marketing and communications activities within SIGBI.
3. Manage the PR, Marketing and Communication activities within SIGBI with the support of a Standing Committee.
4. Ensure the PR, Marketing and Communications Standing Committee functions in accordance with the Terms of Reference.
5. Advance the profile of SIGBI by finding new opportunities for raising public awareness of SIGBI and its work.
6. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.
7. Oversee the content production of Soroptimist News, News Briefings, advertisements, press releases, promotional material, videos, webinars, social media and PR campaigns, in line with the SIGBI Strategic Plan.
8. Respond to media requests for information.
9. Manage the PR, Marketing and Communications budget and ensure it remains on target.

### **Essential Skills**

Demonstrate evidence of working at a management level within private, the public or charitable sectors.

Demonstrate evidence of excellent written and verbal communication skills.

Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans.

Demonstrate evidence of the ability to think both creatively and strategically.

Demonstrate evidence of knowledge of PR, Marketing and Communications

Demonstrate evidence of good leadership skills.

## **SIGBI DIRECTOR OF PR, MARKETING & COMMUNICATIONS**

### **Desirable Experience**

Experience of working on a Board/Committee.

Experience of chairing meetings.

Experience of project management.

Experience in the fields of journalism, PR, Marketing and Communications or related fields.

Demonstrate experience of engaging stakeholders/members/staff in campaigns/projects.

A good working knowledge of technology

### **METHOD OF APPOINTMENT/ELECTION**

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

Candidates will be expected to demonstrate their experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two-minute video, outlining their statement of intent for the role of PR, Marketing and Communications.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chair of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a re-appointment/election for a further two years to serve a maximum of four years.

The Director takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Director of PR, Marketing and Communications is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure.

The findings of the procedure may result in the SIGBI Director of PR, Marketing and Communications being notified of her removal from office.



## **SIGBI DIRECTOR OF PR, MARKETING & COMMUNICATIONS**

### **RIGHT OF APPEAL**

The SIGBI Director of PR, Marketing and Communications has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Director of PR, Marketing and Communications notice of removal from office is suspended pending the result of that appeal.

A SIGBI Director of PR, Marketing and Communications removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI Programme Action Committee and SIGBI General Meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI PR, MARKETING & COMMUNICATIONS COMMITTEE**

To consider and advise the Board on all matters relating to PR, Marketing and Communications. The Committee will operate within the SIGBI Strategic Plan.

### **KEY TASKS**

1. Implement relevant aspects of the SIGBI Strategic Plan in conjunction with other Committees of SIGBI as appropriate, within the time-scale set.
2. Assist in the development of a strategy for raising and maintaining the profile of SIGBI, internally and externally, locally, nationally and internationally.
3. Liaise closely with relevant SIGBI Directors, Committees, Working Parties and Members regarding the implementation of communications, public relations, publicity and marketing strategies.
4. Assist in the development of and maintain a communications strategy to support and develop members in their awareness and knowledge of Soroptimist principles and objectives.
5. Formulate and implement an action plan for the work of the Committee, set by the PR and Marketing Director, within agreed budgets for the approval of the Board.
6. Identify issues and make recommendations for inclusion in the SIGBI Strategic Plan.
7. Liaise with the Director of Programme or an Assistant Programme Director in writing articles and press releases for special days and programme events/projects.

### **MEMBERSHIP**

The Committee will normally comprise:

Director of PR and Marketing

Additional members with specific expertise within the Federation.

### **OPERATIONAL DETAILS**

Business will normally be carried out by post, e-mail or other indirect means.

## **SIGBI DIRECTOR OF PROGRAMME**

The Director of Programme is expected to have a good understanding of the organisation across the Federation and at International level.

### **PURPOSE AND ROLE**

To carry out the duties of and to serve as a Director of the Board of Soroptimist International Great Britain and Ireland (SIGBI) Limited.

To lead and direct the SIGBI Programme activities.

To lead the SIGBI Programme Action Team and the Federation Programme Action Committee to complete the objectives relating to Programme within SIGBI's Strategic Plan.

### **KEY TASKS**

1. Act as a Director of SIGBI Limited and make an effective contribution as part of the Board. Duties to include:
  - Contribute to the SIGBI Strategic Plan.
  - Submit reports to Board meetings.
  - Attend and participate in Board meetings (both face to face and electronic).
  - Respond in a timely manner to requests for views and decisions from other members of the Board and SIGBI staff.
2. Create a Work Plan to manage the programme activities within SIGBI.
3. With the support of the SIGBI Programme Team advise on the programme activities within SIGBI.
4. Ensure the Programme Action Standing Committee (FPAT) functions in accordance with the Terms of Reference.
5. Contribute to effective communications through timely submission of articles and information via all communications media in use by SIGBI.
6. Chair the SIGBI Programme Action Committee.
7. Manage the Programme budget and ensure it remains on target.
8. Act as a Trustee for the Diamond Education Grant (DEG) and Emergency Relief Fund (ERF).
9. Attend UN events as agreed by the Board.
10. In conjunction with the Executive Officer prepare the four-yearly report in support of SIGBI's ECOSOC status.
11. Have oversight of the SIGBI Project during its three-year term.
12. Respond to queries and clarify issues relating to Programme within SIGBI.
13. Contribute effectively to the work of Soroptimist International by representing SIGBI on any Committees/Working Groups as requested.
14. Monitor trends in relevant and emerging women's global issues and bring it to the attention of the Board, Programme Team and Programme Action Chairmen and members, as appropriate.
15. Make recommendations for redefining or altering the agreed Programme Focus in response to important emerging global issues.

## **SIGBI DIRECTOR OF PROGRAMME**

### **Essential Skills**

Demonstrate evidence of working at a management level within private, the public or charitable sectors.

Demonstrate evidence of excellent written and verbal communication skills.

Demonstrate evidence of contributing to a strategic plan and implementing work/operational plans.

Demonstrate evidence of the ability to think both creatively and strategically.

Demonstrate evidence of good leadership skills.

Demonstrate evidence of knowledge of policy and advocacy work in the voluntary sector.

Demonstrate evidence of a track record of working on projects/programmes in issues relating predominantly to women and girls

### **Desirable Experience**

Experience of working on a Board/Committee.

Experience of chairing meetings.

Experience of project management.

Good working knowledge of technology.

### **METHOD OF APPOINTMENT/ELECTION**

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

Candidates will be expected to demonstrate their experience/expertise in line with the essential and desirable criteria outlined in this Role Specification.

Candidates will be required to submit a two-minute video, outlining their statement of intent for the role of Director of Programme.

Candidates will be interviewed by a Panel (to be created by the Board of SIGBI Limited). Those candidates who clearly demonstrate the appropriate skills and knowledge related to the post will go forward on a ballot paper for voting by Clubs.

Unsuccessful candidates will be notified by the Chair of the Panel of the reasons why they were unsuccessful, based on feedback from the Panel.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a re-appointment/election for a further two years to serve a maximum of four years.

The Director takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Director of Programme is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Director of Programme being notified of her removal from office.

## **SIGBI DIRECTOR OF PROGRAMME**

### **RIGHT OF APPEAL**

The SIGBI Director of Programme has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Director of Programme's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Director of Programme removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board, SIGBI Programme Action Committee and SIGBI General meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI ASSISTANT PROGRAMME DIRECTOR**

### **PURPOSE AND ROLE**

To lead on a specific area of the Programme Action, to co-ordinate activities associated with that area of work and to liaise with the SIGBI Director of Programme and the other Assistant Programme Directors about areas of activity. To provide a channel of communication between the different levels of the organisation, working to promote the Vision and Mission of Soroptimist International.

### **KEY TASKS**

1. Contribute to and be a voting member of the SIGBI Programme Action Committee (FPAC – this has one representative from each member country) and the Federation Programme Action Team (FPAT – all APDs plus the Chairman of the UKPAC).
2. Encourage Clubs, Regions, National Associations, Networks and Countries to undertake work as suggested, within their areas of expertise and to provide guidance and information to members when requested.
3. Liaise with and provide a channel of communication between Clubs, Regions, National Association, Network Programme Action Committees and the SIGBI Programme Director on Programme matters as appropriate.
4. Collate information from the Programme Focus Report Forms on relevant Programme areas and write necessary reports at the request of the SIGBI Director of Programme.
5. Provide information, on a regular basis, to National Programme Action Committees about current issues which require attention and encourage such committees to undertake work suggested by SIGBI and Soroptimist International.
6. Provide articles for ‘Soroptimist News’, the SI Global Impact Report, the SIGBI website and the SI Blog on good practice, current issues and highlight designated United Nations days and action that could be taken, at the request of the SIGBI Director of Programme.
7. Represent SIGBI at meetings of other organisations at the request of the SIGBI Director of Programme.
8. Attend meetings with the SIGBI Director of Programme when called to do so and to develop coordinated strategies with the SIGBI Programme Director to raise the profile of programme in SIGBI.
9. Accept invitations to visit Clubs, Regions, National Associations, Network and National Programme Action Committees (at the host’s expense) wherever possible to encourage and offer advice on Programme Action work. Sometimes it is necessary to initiate visits to Countries, National Associations and Regions and these visits will be reimbursed by SIGBI, following approval from the SIGBI Director of Programme.
10. Promote, facilitate and develop Programme Action work within their specific areas throughout SIGBI liaising with the other Assistant Programme Directors and the SIGBI Director of Programme.

### **Essential Skills**

Knowledge and Interest in programme work.

Good organisational skills.

Good communication skills.

Good speaking and presentation skills.

## **SIGBI ASSISTANT PROGRAMME DIRECTOR**

### **Desirable Experience**

Working as part of a team.

Strategic thinker.

Good working knowledge of technology.

### **METHOD OF ELECTION**

A candidate shall be in good standing.

Candidates will be expected to demonstrate their experience/expertise in the field of programme action.

Election shall be by a ballot of the Clubs in a manner to be decided by the Board.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a further two years to serve a maximum of four years.

An APD takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Assistant Programme Director is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Assistant Programme Director being notified of her removal from office.

### **RIGHT OF APPEAL**

A SIGBI Assistant Programme Director the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Assistant Programme Director notice of removal from office is suspended pending the result of that appeal.

A SIGBI Assistant Programme Director removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Clubs, Regions, National Associations, Network or Countries will be met by the hosts.

Travel and subsistence payments for attendance at the SIGBI Programme Action Committee will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI PROGRAMME ACTION TEAM**

To consider and advise the Director of Programme on all matters relating to programme action. The committee will operate within the SIGBI Strategic Plan.

The SIGBI Programme Action Committee will work closely with the SIGBI Programme Team and will be consulted and advise on matters of programme.

### **KEY TASKS**

1. Implement relevant aspects of the SIGBI Strategic Plan in conjunction with other Committees of SIGBI as appropriate, within the time scale set.
2. Assist in the development of a strategy for programme work throughout SIGBI.
3. Support and advise Club/Region/National Association/Network/Country Programme Action Officers on SI and SIGBI Programme initiatives.
4. Assist in the development of policies and supporting materials relating to programme action.
5. Implement SIGBI and SI policies in relation to programme.
6. Formulate and implement an action plan for the work of the committee, set by the Programme Director, within agreed budgets, for the approval of the SIGBI Board.
7. Identify issues and make recommendations for inclusion in the SIGBI Strategic Plan.
8. Respond to current issues to Soroptimist International, particularly issues relating to the United Nations and the Commission on the Status of Women, at the request of the SIGBI Director of Programme.

### **MEMBERSHIP**

The Committee will normally comprise:

Director of Programme  
Assistant Programme Directors  
Chairman of UKPAC

### **OPERATIONAL DETAILS**

Business will normally be carried out by post, e-mail or other appropriate means.

The SIGBI Programme Action Team will meet as required. The Director of Programme will normally chair the meeting.



## **SIGBI PROGRAMME ACTION COMMITTEE**

To consider and advise the Director of Programme on all matters relating to programme action as relevant to Clubs, Regions, National Associations, Networks and Countries.

The Committee will operate within the SIGBI Strategic Plan.

The SIGBI Programme Action Committee will work closely with the SIGBI Programme Team and will be consulted and advise on matters of programme relating to their own geographical area. The APDs will work with clusters, as constituted from time to time.

### **KEY TASKS**

1. Implement relevant aspects of the SIGBI Strategic Plan in conjunction with other Committees of SIGBI as appropriate, within the time-scale set.
2. Implement SIGBI and SI policies in relation to programme.
3. Identify issues and make recommendations for inclusion in the SIGBI Strategic Plan, through collaborations with the relevant APD.

### **MEMBERSHIP**

The Committee will normally comprise:

Director of Programme

Assistant Programme Directors

National Programme Action Chairmen (one from each country within SIGBI)

Responsibilities of individual members are listed in the SIGBI Role Specifications.

### **OPERATIONAL DETAILS**

Business will normally be carried out by post, e-mail or other indirect means.

The SIGBI Programme Action Committee will normally meet once a year (prior to the SIGBI Conference). The Director of Programme will normally chair the meeting.

## SIGBI FEDERATION CONSULTATIVE COUNCIL (FCC)

### MEMBERSHIP

The members of the Federation Consultative Council are the Federation Councillors from each Region, National Association and Country within SIGBI.

Anguilla	Northern Ireland
Bangladesh	Pakistan
Barbados	Republic of Ireland
Cheshire, North Wales & Wirral	Scotland North
Grenada	Scotland South
India	South East England
Jamaica	South Lancashire
London Anglia	South West & Channel Islands
London Chilterns	Southern England
Malta	Sri Lanka
Midland Arden	St Vincent and the Grenadines
Midland Chase	Trinidad and Tobago
Midland East	Turks and Caicos
Nepal	Wales South
North West England and Isle of Man	Yorkshire
Northern England	

Responsibilities of Councillors are listed in the SIGBI Federation Role Specifications.

### OPERATIONAL DETAILS

Electronic consultations and communication between the Board and the Councillors will take place through the President Elect.

## **SIGBI FEDERATION CONSULTATIVE COUNCILLOR**

### **PURPOSE AND ROLE**

To serve as a member of the SIGBI Federation Consultative Council (FCC) and undertake the duties of a Councillor, working to promote the Vision and Mission of Soroptimist International.

### **KEY TASKS**

1. Be aware of and fully conversant with the Federation's principles, policies and agreed procedures, documents and the SIGBI Strategic Plan and reports in order to fulfil the role as Councillor.
2. Work as a member of the FCC by reading the President Elect's summary Board report and draft Board meeting minutes, asking questions as appropriate and communicating key points to her Club, Region, National Association or Country.
3. Work as a member of the FCC by communicating (usually by email or by teleconference) in a timely fashion to all requests for help or assistance from the Board including submitting reports.
4. Contribute to the development of strategy and policy for SIGBI, via SIGBI Directors and where appropriate taking/seeking advice from Clubs, Regions, National Associations, Councillors and individuals.
5. To serve as a non-voting member of the Region/National Association Executive Group.
6. Attend and report to Region/National Association Council meetings to provide input and output on Federation issues.
7. Train herself, as far as possible, by linking with other Councillors and by attending Conferences, the SIGBI General Meeting, Committee meetings and other SIGBI Board meetings, the latter as an Observer.
8. Every quarter, Councillors should contact new members within their electoral area to introduce themselves and inform the new member(s) that they will receive a questionnaire from SIGBI HQ, which they are asked to complete and return as soon as possible.
9. Participate in the FCC Induction Process, keep records of relevant communications, be responsible for an informed and full handover to her successor, including a full briefing on all current issues.

### **Essential Skills**

Working knowledge of SIGBI Policies and Procedures.

Good written, verbal and listening skills, including presentation skills.

Experience of working as part of a team.

Experience of working with electronic communication.

### **Desirable Experience**

Experience of engaging members in working together.

Ability to scrutinise and question policies and procedures.

## **SIGBI FEDERATION CONSULTATIVE COUNCILLOR**

### **METHOD OF ELECTION**

A candidate shall be in good standing. At the date of nomination:

- a) In those countries without a National Association, a candidate must be a current Club Officer or an elected member of the Club Executive or have completed such service within the last five years.
- b) In those countries with a Regional/National Association Council, a candidate must have been an elected Club representative on her Regional/National Association Council for at least one year or Regional Officer, both roles to be either current or to have been completed within the last five years at the closing date for nominations.

Election shall be by a ballot of Clubs in the Councillor's electoral area, in a manner to be decided by the Board.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a further two years to serve a maximum of four years. She takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a Federation Consultative Councillor is not performing satisfactorily in the role, the Board will liaise with the Region, who will initiate the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the Federation Consultative Councillor being notified of her removal from office.

### **RIGHT OF APPEAL**

A Federation Consultative Councillor has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A Federation Consultative Councillor's notice of removal from office is suspended pending the result of that appeal.

A Federation Consultative Councillor removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form, at the discretion of the Board.

Reimbursement by the Region of expenses properly incurred at a level to be decided by the Region. Travel and subsistence expenses to attend functions/meetings of Clubs within the Regions, National Associations or Countries will be met by the hosts.

## **SIGBI PROCEDURAL CONSULTANT**

### **PURPOSE AND ROLE**

To provide advice to the Board on matters concerned with the governance of SIGBI.

### **KEY TASKS**

1. Be conversant with the SI and SIGBI governing documents and ideally have formal/legal expertise in the governance of a not-for-profit organisation.
2. Liaise closely with the President, Director of Governance and Executive Officer and keep them informed of issues as they arise.
3. Attend meetings of the Board at the request of the President.
4. Attend the SIGBI Conference and the General Meeting.
5. Advise the Board on any procedural issues which may arise before or during the General Meeting.
6. Act as the General Meeting Co-ordinator, in liaison with the General Meeting Steward, to test the electronic voting system and administer the paper voting system if required.
7. Prepare and submit reports to the Board within the timescales laid down and other reports as necessary.
8. Submit recommendations to the Board regarding governance issues.
9. Receive reports from Board meetings and be included in all relevant correspondence (both hard copy and electronic).
10. Respond to queries and clarify procedural issues.
11. At the direction of the President identify, contact, and consult appropriate individual members when a particular area of expertise is required and if necessary, co-opt them for the period required. Should such co-option require additional expenditure the prior approval of the SIGBI Director of Finance and the Board must be obtained.
12. Input into the work of Soroptimist International, at the direction of the President, as and when required.
13. Review the SIGBI policy and procedure documents, in line with the Review Policy and update the Board on relevant issues.

### **Essential Skills**

Knowledge of governance.

Ability to scrutinise and question policies and procedures.

Good communication skills.

Good speaking and presentation skills.

### **Desirable Skills**

Experience of working on a Board/Committee.

Working as part of a team.

Strategic thinker.

Good working knowledge of Technology.

## **SIGBI PROCEDURAL CONSULTANT**

### **METHOD OF ELECTION**

A candidate shall be in good standing.

Applications are invited from any member of SIGBI with current, expert knowledge of governance procedures within a not-for-profit organisation.

Having invited applications from suitably qualified members, the Procedural Consultant shall be elected by a ballot of the Board.

### **TERM OF OFFICE**

Three Federation years, eligible for re-election for a further three years to serve a maximum of six years.

She takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Procedural Consultant is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Procedural Consultant being notified of her removal from office.

### **RIGHT OF APPEAL**

A SIGBI Procedural Consultant has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Procedural Consultant's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Procedural Consultant removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Travel and subsistence payments for attendance at Board and SIGBI Annual General Meetings (as appropriate) will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI DESIGNATED SAFEGUARDING OFFICER (DSO)**

### **PURPOSE AND ROLE**

The Designated Safeguarding Officer has a duty of care to oversee safeguarding within Soroptimist International of Great Britain and Ireland (SIGBI) Ltd.

To put in place policies and procedures to safeguard SIGBI members and volunteers and to support all members of SIGBI at all levels of the organisation.

The role also includes the need to receive and process all safeguarding issues for the organisation and keep a record of all reports.

To report to the relevant authorities and record actions and outcomes.

To maintain the confidentiality aspects of all records and actions.

Abide by strict rules of confidentiality regarding any personal information she becomes aware of.

### **ABOUT THE ROLE**

Safeguarding is a key governance priority for SIGBI Ltd to protect all members, volunteers and the 'at risk' groups of children, young people and vulnerable adults when we are working in our communities.

### **EXPECTATIONS OF THE CHARITY COMMISSION IN ENGLAND AND WALES**

The Designated Safeguarding Officer will be tasked with implementing the measures required to meet the expectations of the Charity Commission in England and Wales, namely that we:

- In our roles as Soroptimists, every member has a duty of care to provide a safe and trusted environment for everyone with whom they come into contact.
- Promote an organisational culture that prioritises Safeguarding, so it is safe for people to report incidents and concerns in the knowledge that they will be dealt with appropriately.
- Have adequate safeguarding policies, procedures and measures in place to protect people and make sure these are made public, reviewed regularly and kept up to date.
- To report incidents to the relevant authorities as they arise including the Police and the Charity Commission and be aware that it is not the remit of this post to investigate issues.

The Charity Commission advises that SIGBI Reviews its safeguarding governance and management arrangements annually.

It is the regulatory role of the Charity Commission to ensure charities comply with their legal duties, manage any incidents responsibly and take prompt steps to protect people affected by it.

### **KEY TASKS OF THE ROLE**

- To reach and maintain the level of expertise required for this post and to keep their knowledge and skills up to date.
- Be conversant with all the policies, procedures and documentation in place for safeguarding within SIGBI Ltd.
- Accept that safeguarding is everyone's responsibility, this means that every member of the organisation should be made aware of their safeguarding duties.

## **SIGBI DESIGNATED SAFEGUARDING OFFICER (DSO)**

- Continue to develop and establish the safeguarding ethos for members to safeguard themselves and their volunteers against any possible claims of abuse.
- Coordinate the dissemination of policy, procedures and resources to each Regional/National Association/Network Safeguarding Officer and all Clubs.
- Advise on the organisation's safeguarding training needs and the development of its training strategy.
- Ensure that the safeguarding policies and procedures meet the requirements of the Charity Commission expectations.
- Provide support and guidance to Safeguarding Officers in Regions/National Associations/Networks.
- Represent the Organisation at external meetings regarding safeguarding.

### **Essential Skills**

- Experience of Safeguarding
- Have an appropriate qualification - Level 3 Qualification in Safeguarding Children and Adults or be prepared to undertake this within an agreed timeframe.
- Be conversant with all the policies, procedures and documentation in place for safeguarding within SIGBI Ltd.
- An understanding of the UN Declaration of Human Rights.
- Have a basic Disclosure and Barring Service (DBS) Certificate.
- Conversant with legislation pertaining to Safeguarding of Children and Vulnerable Adults.

### **METHOD OF ELECTION**

An open call for nominations, when applicable, will be circulated to Clubs in January of each year, to include a closing date for nominations.

A candidate shall be in good standing.

Candidates will be expected to demonstrate their experience/expertise in line with the essential skills outlined in this Role Specification.

Applicants will be appointed by the SIGBI Board following an assessment of their skills and suitability for the role.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a further two years to serve a maximum of four years.

She takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Designated Safeguarding Officer is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Safeguarding Officer being notified of her removal from office.



## **SIGBI DESIGNATED SAFEGUARDING OFFICER (DSO)**

### **RIGHT OF APPEAL**

A SIGBI Designed Safeguarding Officer has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Designed Safeguarding Officer's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Designed Safeguarding Officer removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Regions, National Associations, Network or Countries will be met by the hosts, excluding those visits deemed related to SIGBI's strategic priorities.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI HR LIAISON**

### **PURPOSE AND ROLE**

To provide expert advice and assistance to the Board and the SIGBI Executive Officer, on matters of human resources (HR) management and UK employment legislation to support the achievement of SIGBI's objectives.

### **KEY TASKS**

1. Provide expert HR advice and guidance on HR issues such as employment relations, absence, discipline, grievance, job evaluation, remuneration, performance, development and training and policy interpretation in the context of UK employment legislation.
2. Advise the Board and Executive Officer on the interpretation and implementation of HR policies and procedures to ensure that appropriate decisions are made in relation to employment matters.
3. Have overall responsibility for ensuring that correct procedures are followed for the recruitment, selection and retention of staff.
4. Carry out the annual staff appraisals with the President including objective setting, in liaison with the Board and Executive Officer, with the aim of maximising individual contribution and potential.
5. Advise on and support a structured and appropriately resourced approach to staff development to enable SIGBI staff to meet their objectives.
6. Assess training needs and implement appropriate training programmes.
7. Advise on appropriate remuneration for all posts to ensure that SIGBI staff receive equal pay for work of equal value using an accepted method of job evaluation.
8. Carry out 'horizon scanning' in relation to HR legislation and ensure that SIGBI HR policies are monitored and revised as needed and write new policies as needed.
9. Report through the SIGBI President to the Board providing bi-annual reports (April and October) to include agreed staff objectives, identified HR related training needs, a risk assessment of anticipated/emerging HR issues, updates on HR policies and procedures, appraisal outcomes and recommendations in respect of staff remuneration.

### **METHOD OF ELECTION**

A candidate shall be in good standing.

Applications are invited from any member of SIGBI with current, expert knowledge of UK HR practice and legislation who can visit the SIGBI HQ at least twice a year.

Having invited applications from suitably qualified members, the HR Liaison shall be elected by a ballot of the Board.

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a further two years to serve a maximum of four years.

She takes office at the beginning of the Federation year, following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

## **SIGBI HR LIAISON**

### **REMOVAL FROM OFFICE**

Where a SIGBI HR Liaison is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI HR Liaison being notified of her removal from office.

### **RIGHT OF APPEAL**

A SIGBI HR Liaison has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI HR Liaison's notice of removal from office is suspended pending the result of that appeal.

A SIGBI HR Liaison removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Clubs, Regions, National Associations, Network or Countries will be met by the hosts.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **FRIENDSHIP LINK CO-ORDINATOR**

### **PURPOSE AND ROLE**

To co-ordinate and promote friendship links amongst Clubs.

### **KEY TASKS**

1. Receive applications for friendship links from Clubs.
2. Process such applications and ensure that they are forwarded to the appropriate Federation.
3. Inform Clubs of the outcome of such applications.
4. Inform Clubs in the event of the dissolution of a link Club.
5. Ensure that the SIGBI HQ maintains a database of friendship links for SIGBI.
6. Promote friendship links amongst Clubs through means of articles and reports for circulation to members.
7. Submit a written annual report to the SIGBI HQ each year for consideration by the Board.
8. Attend SIGBI meetings as may be required at the invitation of the President.
9. Organise and man a Friendship Link Stall at the SIGBI Conference.

### **METHOD OF ELECTION**

A candidate shall be in good standing.

Applications are invited from any member of SIGBI with a knowledge of and interest in Friendship Links.

Having invited applications, the Friendship Link Co-ordinator shall be elected by a ballot of the Clubs in a manner to be decided by the Board

### **TERM OF OFFICE**

Two Federation years, eligible for re-election for a further two years to serve a maximum of four years.

She takes office at the beginning of the Federation year following the election.

On completion of the term of office, a member cannot stand for the same office until two years have elapsed after the end of the last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Friendship Link Co-ordinator is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Friendship Link Co-ordinator being notified of her removal from office.

## **SIGBI FRIENDSHIP LINK CO-ORDINATOR**

### **RIGHT OF APPEAL**

A SIGBI Friendship Link Co-ordinator the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Friendship Link Co-ordinator notice of removal from office is suspended pending the result of that appeal.

A SIGBI Friendship Link Co-ordinator removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Clubs, Regions, National Associations, Network or Countries will be met by the hosts.

Travel and subsistence payments for attendance at the Programme Action Committee meeting, at the invitation of the SIGBI Director of Programme, will be paid in accordance with the SIGBI Expenses Policy.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **ARCHIVIST**

### **PURPOSE AND ROLE**

To actively manage and maintain SIGBI documents that have historical importance for members and the Federation, ensuring such documentation is securely stored and easily accessible.

### **KEY TASKS**

1. Evaluate records for preservation and retention, in collaboration with the Manchester Archives Department.
2. Arrange the acquisition and retrieval of records.
3. Catalogue documents and manage information and record-keeping systems.
4. Respond to personal, telephone, email and written enquiries from members and other users.
5. Advise users on how best to access, use and interpret archives.
6. Advise the Board of the ongoing storage and developments of archiving materials.
7. Visit SIGBI HQ as and when required to evaluate records held.

### **METHOD OF ELECTION**

A candidate shall be in good standing.

Applications are invited from professionally qualified members.

Having invited applications from professionally qualified members, the Archivist shall be elected by a ballot of the Board.

### **TERM OF OFFICE**

Initially for a period of two Federation years, eligible for re-election for a further two years. The continuation of the post incumbent will be reviewed after the first four years.

She takes office at the beginning of the Federation year, following the election.

### **REMOVAL FROM OFFICE**

Where a SIGBI Archivist is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Archivist being notified of her removal from office.

### **RIGHT OF APPEAL**

A SIGBI Archivist has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Archivist's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Archivist removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Clubs, Regions, National Associations, Network or Countries will be met by the hosts.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.

## **SIGBI PROJECT LIAISON**

### **PURPOSE AND ROLE:**

To lead and direct SIGBI on all aspects of the SIGBI Project.

To raise awareness, co-ordinate and facilitate knowledge of the SIGBI Project to the membership of Soroptimist International Great Britain and Ireland (SIGBI).

To regularly report to SIGBI on the achievements of the SIGBI Project with direct reporting responsibility to the SIGBI Director of Programme and the Board.

To provide, maintain and sustain a channel of communication between the different levels of the organisation.

### **KEY TASKS:**

1. Report to the SIGBI Director of Programme, in writing, on a quarterly basis on the progress of the SIGBI Project.
2. Assist with the recruitment of Region and Countries SIGBI Project Ambassadors in accordance with the SIGBI Role Specification for the post.
3. Provide Ambassadors with information in respect of the project including data, materials and other sources of evidence to ensure that the Ambassadors are equipped corporately to stimulate and motivate Clubs, Regions, National Associations, Networks and Countries to communicate to the membership the aims, objects and the achievements of the project.
4. Monitor the progress of the Ambassadors and report the progress annually to the Programme Director in writing.
5. Encourage Clubs, Regions, National Associations, Networks and Countries to undertake work to promote the wellbeing of the SIGBI Project.
6. Collate information from the SIGBI Project Partner, to disseminate to the SIGBI Director of Programme, the Ambassadors, the Editor of Soroptimist News and the SIGBI Website and write necessary reports and articles.
7. Provide information on a regular basis to National Programme Action Committees about current issues which require awareness, advocacy and action and encourage each committee to undertake work suggested by the SIGBI\* Project Partner.
8. Visit the project, where appropriate and dependent upon available finance and report the progress to the varying parties.
9. Attend meetings with the SIGBI Director of Programme if and when called upon and to develop, review and update the SIGBI project's progress and to highlight current achievements and developments.
10. Prepare an Annual Report for SIGBI.
11. Accept invitations to visit Clubs, Regions, National Associations, Network and National Programme Action Committees wherever possible to update, encourage and offer advice on the status of the SIGBI Project.
12. Attend the SIGBI Conference and at the SIGBI President's request, promote the project, both verbally and by mounting a display if requested.

## **SIGBI PROJECT LIAISON**

### **METHOD OF ELECTION**

A candidate shall be in good standing.

Election shall be by a ballot of the Clubs.

### **TERM OF OFFICE**

For the term of the project.

She takes office at the beginning of the Federation year following the election.

On completion of her term of office, a member cannot stand for the same office until 2 years have elapsed after the end of her last term of office.

### **REMOVAL FROM OFFICE**

Where a SIGBI Project Liaison is not performing satisfactorily in the role, the Board will initiate the SIGBI Code of Conduct and the SIGBI Dispute Resolution procedure. The findings of the procedure may result in the SIGBI Project Liaison being notified of her removal from office.

### **RIGHT OF APPEAL**

A SIGBI Project Liaison has the right to an appeal in line with the SIGBI Dispute Resolution procedure.

A SIGBI Project Liaison's notice of removal from office is suspended pending the result of that appeal.

A SIGBI Project Liaison removed from office shall be precluded from taking further office at any level within SIGBI.

### **FUNDING**

Telephone, postage and incidental expenses shall be claimed in a timely manner from the SIGBI HQ using the appropriate claim form.

Travel and subsistence expenses to attend functions/meetings of Clubs, Regions, National Associations, Network or Countries will be met by the hosts.

Any additional expenses will be refunded in accordance with the SIGBI Expenses Policy.