

# **SIGBI ASSISTANT PROGRAMME DIRECTOR**

## **PURPOSE AND ROLE**

To lead on a specific area of 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 representatives from the clusters of Asia (Nepal, Bangladesh, India, Pakistan, Sri Lanka), The Caribbean (Anguilla, Barbados, Grenada, Jamaica, St Vincent & the Grenadines, Trinidad & Tobago and Turks & Caicos) and Europe (UK, Malta, Republic of Ireland).
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.
1. 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.
2. 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.
3. 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.
4. 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.
5. Represent SIGBI at meetings of other organisations at the request of the SIGBI Director of Programme.
6. 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.
7. 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.
8. 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 of and interest in programme work.

Good organisational skills.

Good communication skills.

Good speaking and presentation skills.

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## **Desirable Experience**

Working as part of a team.

Strategic thinker.

Good working knowledge of technology.

## **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.

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 an Assistant Programme 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 Chairman 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 further two years to serve a maximum of four years.

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

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 has 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.

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### **FUNDING**

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

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.