

REGION/NATIONAL ASSOCIATION DISPUTE RESOLUTION PROCEDURE LIAISON OFFICER

PURPOSE AND ROLE

To provide advice to members in her Region/NA/Country on the SIGBI Ltd Dispute Resolution Procedure.

KEY TASKS

1. Be conversant with the SIGBI Ltd Dispute Resolution Procedure and Code of Conduct.
2. Act as an initial point of contact for members in her Region/NA/Country to advise them on and answer queries about the Dispute Resolution Procedure.
3. Encourage members to resolve differences informally and, where possible, assist them in doing this.
4. Make Clubs in her Region/NA/Country aware of her role.
5. Liaise with the Director of Membership to keep up to date with who is on the Dispute Resolution Mediation Panel.

ESSENTIAL CHARACTERISTICS

1. An experienced and well respected Soroptimist within her Region/NA/Country.
2. A good communicator and listener.
3. Has the ability to engage members in working together.
4. Tactful, diplomatic and measured in approach.

METHOD OF APPOINTMENT

A candidate shall be in good standing.

A candidate should be IT literate and have access to a computer and internet provision.

Members of the Region/NA/Country Executive to submit members' names for this post to the Region/NA/Country Presidents. If the President herself is nominated and willing to be considered, control of this process to be passed to the Immediate Past President or President Elect.

If more than one name emerges there should be discussion by the Executive (excluding those who names have been put forward). If there is agreement then that person should be approached and selected if in agreement. If there is not agreement then a secret ballot of the Executive should take place with the President having the casting vote if necessary. Executive Members may vote for themselves.

For clarity this post does not form part of the Region/NA/Country Executive.

Term of appointment to be three years plus re-appointment for a further three years.

REMOVAL FROM OFFICE

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

RIGHT OF APPEAL

A Region Dispute Resolution Liaison Officer has the right to an appeal in line with the SIGBI Dispute Resolution Procedure.

A Region Dispute Resolution Liaison Officer's removal from office is suspended pending the result of that appeal.

FUNDING

Re-imbusement by the Region/Na/Country of expenses properly incurred at a level to be decided by the Region/NA/Country.

Expenses to attend meetings/events of Clubs will be met by the hosts.