

Job Description

for members of the Committee of Kandersteg International Scout Centre Association

The Committee of the Kandersteg International Scout Centre Association (KISC) is responsible for the overall development of the Centre. In order to fulfill the task as the strategic body of a year-round, large size international Centre, the Committee has to be staffed with dedicated, competent and experienced members. This job description outlines the requirements which its members should bring along to fulfill their duty.

The KISC Committee comprises the following types of members:

- Four members nominated by and representing the World Scout Committee, the European Scout Committee, the Movement Scout de Suisse and the Swiss Scout Home Foundation
- Up to six members nominated by and representing National Scout Organizations
- Remaining seats are individual members
- Up to three co-opted, non-voting members nominated by the Committee itself

1. Roles & Responsibilities of members

A member of the committee is responsible to:

- Nominate and supervise the Steering Committee and approve the guidelines given to it
- Elect the members of the KISC foundation board
- Appoint the Director and approve the guidelines given to him/her
- Develop the long-term strategy of the Centre
- Approve the annual budget of the KISC association
- Approve extraordinary expenses and obligations up to CHF 100'000.-
- Review the annual accounts of the KISC association on behalf of the General Assembly
- Ensure a comprehensive risk-management process in the Centres operations
- Implement policies of the association.

As an individual, a member of the committee is responsible to contribute actively to the work of the committee and function as a full member with full board responsibilities and duties. This means it is expected that the members are willing to:

- Contribute to the long-term development of the Centre
- Seek ways of getting further financial support of all levels
- Support the Director or Steering Committee on demand

In addition to the responsibilities described above, a **representative of a National Scout Organisation (NSO)** is expected to:

- Actively share relevant information between the country's respective bodies and the KISC Committee or the Director whenever needed
- Facilitate NSO encouragement and support
- Provide active links to NSO events, magazine website etc
- Actively link to any KISC ambassador network within the country or region, in a position responsible to the national board of the nominating association

In addition to the responsibilities described above, a **nominated representative** is expected to:

- Actively share relevant information between the nominating body and the KISC Committee meetings or the Director whenever needed
- Facilitate NSO encouragement and support

2. Expectations of Committee Members

Networking

A committee member has good contacts and visibility within his/her country to help them in their tasks of promotion and fundraising. Nominated members preferably hold a position of authority in the board of the represented organization.

Time Commitment

- Willing to fulfil a term of office of 4 years, re-election is possible.
- Attend 2 or 3 meeting-weekends per year in Kandersteg, including preparation for the meetings according to the agenda
- Participate in workgroups on a case-by-case basis, work over email and conference calls
- Participate in activities at local and national level to promote the Centre within the country and/or body
- New Committee members participate in an induction process, under arrangement by the KISC Director

3. Required experiences and skills

Members of the committee understand and support the aims and principles of international Scouting, preferably developed through actively participating in a scout organisation. They are experienced to work in an international and intercultural environment. Since the working language of the Committee is English, members have to be able to communicate fluently in the English language.

In order to complement the knowledge base within the committee, a member should bring along profound experience in at least two of the following areas:

- General Management
- Marketing
- Legal
- Finance and Administration
- Fundraising
- Programme (Adventure programme, safety, etc.)
- Building Construction
- Education
- Hospitality and Catering Business
- Human Resources
- Risk management
- IT and Communication technology
- Working with Local and National Government

4. Remuneration and expenses of Committee Members

- The committee works on a voluntary basis.

- Travel costs for attending committee meetings are covered by the individual or body that they represent. Only in exceptional circumstances support is available from the Centre. Food and accommodation at the Centre during the meetings are free of charge.
- Costs for projects planned and carried out together with the Centre, staff are refunded if previously agreed with the management.