



JOB DESCRIPTION EXECUTIVE COMMITTEE (for the elections in 2020)

1. General

The Executive Committee Members do not represent their own national movements but the European Alliance of YMCA's (YMCA Europe, YE).

The Executive Committee meets three times a year in person.

For three or four days (Thursday/Friday - Sunday) in the spring, usually in February/March.

For three days (Friday – Sunday) after the summer, mostly end of September/beginning of October.

For half a day before the start of the General Assembly (in May/June).

In between regularly via Skype.

For the members of the Executive Committee YMCA Europe covers all travel, board and lodging expenses for these Executive Committee meetings.

The registration/participation fee for the General Assembly is not covered. It is expected that these costs are covered by the own National Movement.

In 2019 the General Assembly has decided to introduce an alternating system for the election of the members of the Executive Committee (see art. 16 Constitution).

All members of the Executive Committee will be elected for four years.

To start with this alternating system, in 2020 the Vice President; Treasurer and 2 Assessors will be elected for two years. In 2022 these positions will be elected for four years.

The positions for President; Recording Secretary and three Assessors will be elected in 2020 for a term of four years.

Members of the Executive Committee may serve for a maximum period of four consecutive terms, but no person may serve more than two consecutive terms in any one position (art. 16 Constitution).

2. The President

Term of Office: Four years and a maximum of two consecutive terms

Duties: The duties include to:

- plan the meetings of the Executive Committee; prepare the draft agenda, in cooperation with the Secretary General and the Committee members.

- chair the meetings of the Executive Committee
- be responsible for the annual planning meeting of the General Assembly
- chair the General Assembly
- represent YMCA Europe at different meetings, conferences, assemblies and other events
- be a regular speaking partner especially to the Secretary General
- take decisions between the ordinary meetings of the Executive Committee in minor non-constitutional matters when required for timing reasons, in close cooperation with relevant other members of the Executive Committee and the Secretary-General.
- be updated on what is going on in the European YMCA Movements and to some extent in the YMCA's world wide
- be a voting member of the Executive Committee of the World Alliance of YMCA' s and take part in its meetings
- take part in the World Council of the World Alliance of YMCA's
- be responsible for the working field "World Alliance of YMCAs and Global Cooperation"
- be a contact person for (the boards of) all National Movements.
- be a board member of the YMCA Europe Training Centre in Litomyšl, Czech Republic, which meets normally maximum three times per year.
- have the overall coordination of the (work of) the Executive Committee
- prepare for, participate in and contribute to discussions during the YMCA Europe Executive Committee Meetings and Movement Strengthening meetings.
- have an annual evaluation talk with the Secretary-General and be responsible in the Executive Committee for personnel affairs.
- legally represent YMCA Europe according to the conditions as mentioned in the Constitution.
- respond to e-mails and other mail.
- reading of Working Documents and preparation for meetings.

Travels: Besides travelling to the Executive Committee meetings and the General Assemblies (see 1) the President travels to other meetings, which make all together 3-5 travels a year.

Time consumption: On average 2 hours per day plus travelling to the above mentioned meetings. Travelling may take a minimum of 15 and up to 20 additional days per year (depending on availability).

3. The Vice-President

Term of Office: Four years and a maximum of two consecutive terms. Due to the decision of the General Assembly in 2019, the Vice-President will be elected in 2020 for a term of two years. In 2022 again for a term of four years.

Duties: The duties include to:

- plan the meetings on Movement Strengthening; prepare the draft agenda together with the Secretary General.

- chair the Movement Strengthening meetings in conjunction with the SecretaryGeneral.
- report to the Executive Committee about the Movement Strengthening meetings.
- assist the President with his/her duties as needed and substitute the President in his/her absence.
- represent YMCA Europe at sundry meetings as required.
- be updated on what is going on in the European YMCA Movements and to some extent in the YMCA's world wide.
- respond to e-mails and other mail.
- be a speaking partner especially to the Secretary General and to YMCA Europe staff involved in Movement Strengthening.
- be in contact with relevant volunteers and be updated about what is going on in the Movement Strengthening fields.
- encourage and support National Movements to join the working fields and tasks of Movement Strengthening.
- prepare for, participate in and contribute to discussions during the YMCA Europe Executive Committee Meetings and Movement Strengthening meetings.
- be an informal contact person for the Boards of specified National Movements.
- legally represent YMCA Europe according to the conditions as mentioned in the Constitution.
- respond to e-mails and other mail.
- reading of Working Documents and preparation for meetings.

Travels: Besides travelling to the Executive Committee meetings, the Movement Strengthening meeting and the General Assemblies (see 1) the Vice President travels occasionally to other meetings as representative of YMCA Europe.

Time consumption: On average 2-3 hours a week plus travelling to the above mentioned meetings.

4. The Treasurer

Term of office: Four years and a maximum of two consecutive terms. Term of Office: Four years and a maximum of two consecutive terms. Due to the decision of the General Assembly in 2019, the Treasurer will be elected in 2020 for a term of two years. In 2022 again for a term of four years.

Duties: The duties include to:

- do financial planning and budgeting in accordance with the YMCA Europe Strategic Directions.
- oversee the YMCA Europe finances through each financial period.
- write a Finance Report for each Executive Committee meeting.
- deliver the Finance Report to Executive Committee.
- write and deliver the Finance report to the General Assembly.
- deliver the Auditors report to the General Assembly.
- work with the President and Secretary General on Strategic Directions.

- take decisions between the ordinary meetings of the Executive Committee on minor non constitutional Financial matters when required for timing reasons in close cooperation with the President and the Secretary-General.
- be in regular contact with the President, the Secretary - General, the Finance Manager, the Accountant and the Auditors.
- prepare for, participate in and contribute to discussions during the YMCA Europe Executive Committee Meetings and Movement Strengthening meetings.
- represent YMCA Europe at sundry meetings.
- be an informal contact person for the Boards of specified National Movements.
- legally represent YMCA Europe according to the conditions as mentioned in the Constitution.
- respond to e-mails and other mail.
- reading of Working Documents and preparation for meetings.

Travels: Besides travelling to the Executive Committee meetings and the General Assemblies (see 1) the Treasurer travels occasionally to other meetings as representative of YMCA Europe.

Time consumption: on average 4 hours per week plus travelling to the above mentioned meetings.

5. The Recording Secretary

Term of office: Four years and a maximum of two consecutive terms.

Duties: The duties include to:

- prepare and take the minutes at Executive Committee meetings.
- prepare and take the minutes at the General Assembly.
- co-ordinate, together with the relevant assessors, the work and responsibilities of the Programme Groups.
- collect information; co-ordinate communication and correlate the reports from all Programme Groups, either through direct contact or through other members of the Executive Committee who carry responsibility for certain areas.
- support the Programme Group Leaders as and when appropriate.
- organise the sharing of information between programme coordinators and programme groups as well as between the different Programme groups themselves.
- stay informed on issues relating to programme areas.
- be in contact with the Secretary General and other Staff in relationship to programme work.
- prepare for, participate in and contribute to discussions during the YMCA Europe Executive Committee Meetings and Movement Strengthening meetings.
- be an informal contact person for the Boards of specified National Movements.
- legally represent YMCA Europe according to the conditions as mentioned in the Constitution. respond to e-mails and other mail.
- reading of Working Documents and preparation for meetings.

Responsibilities for specific Programme Groups may be divided among different members of the Executive Committee

Travels: Besides travelling to the Executive Committee meetings and the General Assemblies (see 1) the Recording Secretary travels occasionally to other meetings as representative of YMCA Europe.

Time consumption: on average 1 - 2 working days before and 2 days after every meeting for the minutes and 1 - 2 hours per week for the Programme Groups coordination role, plus travelling to the above mentioned meetings.

6. The five Assessors

Term of office: Four years and a maximum of two consecutive terms. In 2020 3 assessors will be elected for a term of four years and 2 assessors for a term of two years. In 2022 two assessors will be elected for four years and in 2024 three assessors will be elected for four years. In 2026 again election for 2 assessors for four years and in 2028 again election for three assessors for four years. Etcetera.

Duties: Their duties include to:

- become the face and link person between a specific YMCA Europe Programme Group and the YMCA Europe Executive Committee.
- be an informal contact person for the Boards of specified National Movements.
- report to the YMCA Europe Executive Committee on behalf of the Programme Group and as a result of contacts with National Movements.
- prepare for, participate in and contribute to discussions during the YMCA Europe Executive Committee Meetings and Movement Strengthening meetings.
- participate in the YMCA Europe General Assembly.
- support the work of YMCA Europe by promoting YMCA Europe work at respective National Movements and with partner movements as appropriate for the special leadership responsibilities.
- have occasional e-mail contact with YMCA Europe regarding business aspects to be dealt with between meetings.
- occasional attendance at other meetings (agreed and planned in advance).
- reading of Working Documents and preparation for meetings.

Travels: See 1.1. It could happen that it is agreed with the President and the Secretary-General that the Assessor travels to attend a meeting as the representative of the YMCA Europe Executive Committee. In such a case the travel-, board- and lodging costs are covered by YMCA Europe.

Time consumption: On average, no more than one hour per week plus travelling to the above mentioned meetings.

7. Special Leadership Responsibilities

7.1 Introduction

All members of the Executive Committee are expected to assume leadership responsibilities for one of the YMCA Europe “working fields” in addition to the responsibilities that directly rest with them as members of the Executive Committee.

The following specific leadership responsibilities can be identified.

7.2 Christian Community

Duties

The leadership responsibility includes to:

- be the link to the Christian Orientation Group and support its leader
- be responsible for maintaining contacts with and for the possible developments in the relations to the Conference of European Churches (CEC) and others as appropriate

Travels

There are usually no more travel needed than those mentioned in 1.1.

Time consumption

Approximately two hours a month

7.3 European Youth Policy

Duties

The leadership responsibility includes to:

- be the link to the Youth Policy Group and support its leader
- coordinate the YMCA Europe representation in committees and commissions within the European Youth Forum (YFJ) and other institutions and organisations e.g. to take part in preparation for meetings and help in prioritising on issues to engage in
- recruit new representatives of YMCA Europe to the European Youth Forum and the Advisory Council on Youth of the Council of Europe.
- be updated on issues within the European Union and the Council of Europe that influence the work of YMCA Europe and YMCA’s in Europe, e.g. funding issues and the development of the Youth program
- be updated on conferences and meetings of relevance to YMCA Europe, and coordinate the YMCA Europe representation at these meetings.
- try to involve and inform the National Movements and work closely together with YMCA Europe Staff

Travels

There are usually no more travels needed than mentioned under 1.1.

Time consumption

Up to one hour per week reading mail and communicating with people representing YMCA Europe

7. 4. Programme-responsibilities for specific Programme Groups

Duties

The leadership responsibility includes to:

- collect information from the specific programme group (PG)
- give information to the specific PG
- support the specific PG if necessary
- be in contact with the specific PG leader, Staff in relationship to programme work and other Assessors responsible for specific Programme Groups if relevant
- write a report in cooperation with the PG leader and submit it to the Executive Committee before its meetings in February/March and September/October
- be in contact with the programme groups co-ordinator (the recording secretary)

Travels

Travels may include occasional meeting with the Programme Group if needed, in agreement with the President and the Secretary-General.

Time consumption

Up to 1 hour per week for correspondence and writing reports and travelling with length depending on the specific circumstances.