



**IFM • SEI**  
International falcon movement  
socialist educational international

XXV IFM-SEI Ordinary Congress  
15<sup>th</sup> to 18<sup>th</sup> of April 2010

## Call for nominations



**IFM • SEI**  
[www.ifm-sei.org](http://www.ifm-sei.org)



## Call for nominations to the Presidium and Control Commission of IFM-SEI 2010-2013

Dear Comrades,

The IFM-SEI Congress is the highest decision-making body of our international. During the Congress, all member organisations have the opportunity to contribute to shaping the future of our movement, to discuss with each other and to make decisions on our political vision.

However, as the Congress meets only every three years, we put our trust in our elected representatives to execute political decisions on our behalf in-between Congresses.

The success or failure of IFM to achieve its goals rests on the commitment and consistent work of the Presidium and Control Commission. We would like to take this opportunity to stress the importance of their work in promoting children rights and IFM-SEI's socialist world view. It is only with the regular participation of Presidium and Control Commission members and their full commitment to work in-between meetings, that we can be really effective and visible.

According to the statutes, nominees are invited to the Presidium and Control Commission for a mandate of 3 years. Vacancies will be opened for new election in the case of resignation. The Presidium is made up of the President, Secretary General and seven or nine Vice Presidents. The Presidium must be gender balanced and we encourage the nomination of young people.

We look forward to receiving your nominations and to building a strong and effective Presidium together,

In Friendship

Lea Väänänen

Chair of the Nominations Commission



## **IFM-SEI President Job Description**

The success or failure of IFM-SEI to achieve its goals rests on the commitment and consistent work of our elected representatives. Only with their regular participation and commitment to work in-between meetings can we be fully effective and visible, promoting children's rights and a socialist world vision.

The IFM-SEI Presidium is made up of the President, Secretary General and seven or nine Vice Presidents. They meet approximately three times per year. The Presidium must fulfil the gender balance requirement as set out in the Statutes.

### **Joint responsibilities of the President and Secretary General of IFM-SEI**

The President and Secretary General meet regularly and are in close contact throughout the year. They take joint responsibility for the following tasks:

- The political representation of IFM-SEI
- The representation of IFM-SEI in all legal matters. They are empowered to sign on behalf of the international and enter into legal commitments.
- Major decision-making on finances, staff and legal matters
- The preparation of statutory meetings.

### **Expectations of the President**

- To commit to attend and lead all meetings of the Presidium (three per year)
- To join and actively contributed to at least one working group of IFM-SEI
- To report in writing on her/his work on behalf of the Presidium every three months
- To report annually to the International Committee of IFM-SEI
- To represent IFM-SEI at external events, in agreement with the Secretary General
- To take responsibility for monitoring the finances and fundraising
- To lead and run educational projects, workshops and seminars
- To write political papers and contribute to IFM-SEI's lobby work
- To take responsibility to ensure Congress and IC resolutions are implemented.
- To take responsibility, as part of the Presidium for developing IFM's 3 year work-plans



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### **Required Knowledge and Experience**

- The working language of Presidium meetings is English. Knowledge of additional languages is an asset.
- Experience and knowledge of IFM and member organisations
- Experience and knowledge of educational work and children's rights
- Public speaking and representation experience
- Enthusiasm, energy and time to devote to the work of IFM-SEI



## Vice-Presidents Job Descriptions

The success or failure of IFM-SEI to achieve its goals rests on the commitment and consistent work of our elected representatives. Only with their regular participation and commitment to work in-between meetings can we be fully effective and visible, promoting children's rights and a socialist world vision.

The IFM-SEI Presidium is made up of the President, Secretary General and seven or nine Vice Presidents. They meet approximately three times per year. The Presidium must fulfil the gender balance requirement.

## Expectations of Vice-Presidents

- To commit to attend all meetings of the Presidium (three per year)
- To join and actively contributed to at least one working group of IFM-SEI
- To support and regularly communicate with the member organisations in their regions (sub-regions or a division of member organisations between Vice Presidents in a region may be agreed by the Presidium)
- To report in writing on her/his work on behalf of the Presidium every three months
- To report annually to the International Committee of IFM-SEI
- To represent IFM-SEI at external events, in agreement with the Presidium
- To take responsibility for monitoring the finances and fundraising, particularly in their regions
- To lead and run educational projects, workshops and seminars
- To write political papers and contribute to IFM-SEI's lobby work
- To take responsibility to ensure Congress and IC resolutions are implemented.
- To take responsibility, as part of the Presidium for developing IFM's 3 year work-plans

## Required Knowledge and Experience

- The working language of Presidium meetings is English. Knowledge of additional languages is an asset.



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- Experience and knowledge of IFM and member organisations in the region (if possible, experience of representing a member organisation at IC meetings)
- Experience and knowledge of educational work and children's rights
- Enthusiasm, energy and time to devote to the work of IFM-SEI



## **The Secretary General**

The success or failure of IFM-SEI to achieve its goals rests on the commitment and consistent work of our elected representatives. Only with their regular participation and commitment to work in-between meetings can we be fully effective and visible, promoting children's rights and a socialist world vision. The IFM-SEI Presidium is made up of the President, Secretary General and seven or nine Vice Presidents. They meet approximately three times per year and must fulfil the gender balance requirement.

### **Joint responsibilities of the President and Secretary General of IFM-SEI**

The President and Secretary General meet regularly and are in close contact throughout the year. They take joint responsibility for the following tasks:

- The political representation of IFM-SEI
- The representation of IFM-SEI in all legal matters. They are empowered to sign on behalf of the international and enter into legal commitments.
- Major decision-making on finances, staff and legal matters
- The preparation of statutory meetings.

### **Role of the Secretary General of IFM-SEI**

The Secretary General is responsible for the political and organisational developments in IFM-SEI. S/he is responsible for the daily co-ordination of the secretariat, regional secretariats and working groups of IFM-SEI.

### **Main duties and responsibilities (others may be added)**

- Management of the IFM-SEI secretariat, staff and EVS volunteers
- Responsibility for the financial management of IFM-SEI, including drafting and monitoring annual and project budgets
- Responsibility for fundraising in IFM-SEI including multi-annual operational grants and the development of regional and global projects



- Organisation of IFM-SEI seminars, projects and statutory meetings. This task includes the logistical arrangements as well as leading the development of the political programme.
- Co-ordination and support of IFM-SEI volunteers and trainers
- Responsibility for all legal matters of IFM-SEI in co-ordination with the President
- Establishment and maintenance of good contacts with IFM-SEI member organisations
- Establishment and maintenance of good contacts with the Socialist family, Children's Rights networks, youth networks, inter-governmental organisations, European institutions and parliamentarians
- Representation of IFM-SEI externally (to fraternal organisations, public institutions and key children's and youth networks)
- Leadership of IFM-SEI's lobby work on children's rights
- Preparation of the content of Presidium and International Committee meetings as well as Congresses
- Responsibility for minute-taking of statutory meetings in co-ordination with secretariat staff
- Drafting of position papers, development plans and work plans of IFM-SEI for approval by statutory bodies.
- Responsibility for ensuring all Congress and International Committee resolutions are acted upon in a timely and appropriate manner.
- Maintenance of the IFM-SEI website, newsletter, email groups and regional communication structures
- Active contribution to the preparation of IFM-SEI camps, in co-operation with the hosting organisation

### **Required skills/ experience**

- Proven co-ordination skills in an international environment
- Proven financial management skills including budgeting and bookkeeping
- Extensive fundraising experience. Experience of the main European youth funding bodies (Youth in Action and the European Youth Foundation) is essential as well as a good knowledge of the socialist foundations and global youth-work funds.
- Experience and knowledge of international institutions and external representation



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- A good knowledge of non-formal education, theories and approaches as well as several years' practical experience
- A sound knowledge of children's rights and processes
- Computer literacy and web-knowledge is essential
- Fluency in English is essential
- Knowledge of Spanish or French would be an asset.

The role of Secretary General is a full-time position. The Secretary General will be employed by IFM-SEI on a fixed-term contract according to Belgian law.



## **The Control Commission**

The Control Commission (CC), consists of three people, each coming from a different member organisation. The commission must fulfil the gender balance requirement. It shall choose its own chair from among its members. The Control Commission shall have no voting rights in the Presidium or the International Committee. The CC meets approximately three times a year, usually at the IFM-SEI headquarters. The CC additionally takes part (without voting rights) in Presidium meetings and IC meetings.

### **Expectations of the Control Commission**

- To commit to attend all meetings of the CC and where possible Presidium meetings (three per year)
- To monitor compliance with the IFM-SEI constitution
- To take responsibility to ensure Congress and IC resolutions are implemented.
- To take responsibility for monitoring the administrative processes in IFM-SEI
- To inspect the IFM-SEI bookkeeping no later than two months after the end of each financial year
- To monitor the IFM-SEI central budget as well as individual project budgets
- To report in writing on her/his work on behalf of the Presidium every three months
- To report annually to the International Committee of IFM-SEI

### **Required Knowledge and Experience**

- The working language of Control Commission meetings is English. Knowledge of additional languages is an asset.
- Experience and knowledge of IFM and member organisations
- Experience of financial management and knowledge of bookkeeping procedures
- Attention to detail
- Enthusiasm, energy and time to devote to the work of IFM-SEI



<b>Organisation</b>				
<b>Proposal for the following position</b>				
<b>Surname</b>				
<b>First name</b>		<b>Female</b>	<b>Male</b>	
<b>Address of organisation</b>				
<b>Personal Address</b>				
<b>Telecomm unication</b>	<b>Country code/area code</b>	<b>Number</b>	<b>DATE OF BIRTH</b>	
<b>Work</b>				
<b>Home</b>				
<b>Fax</b>				
<b>Mobile phone</b>				
<b>Email</b>				
<b>Working languages</b>	<b>English</b>	<b>Spanish</b>	<b>Other</b>	





What particular competence will you contribute to the work of the Presidium or the Control Commission?

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4. What is your vision for the further development of the IFM-SEI and what could be your contribution to the reform process?

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**To be completed by nominee**

I hereby express my willingness to run for the above mentioned position and if elected, I commit myself to carrying out the responsibilities, as laid out in the job description

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by nominating organisation**

\_\_\_\_\_ (name of the nominating organisation) nominates  
\_\_\_\_\_ (name of the nominee) for the position of \_\_\_\_\_  
and commit ourselves to support her/him to fulfil their responsibilities in this position.

Name of the person responsible for this nomination: \_\_\_\_\_

Position \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of the IFM-SEI Member Organisation

PLEASE RETURN TO THE NOMINATIONS COMMISSION

Lea Väänänen

By 14/01/2010

FAX: + 32.02.245.00.83 or [nominations@ifm-sei.org](mailto:nominations@ifm-sei.org)