



29th ISGF World Conference, Madrid, Spain 2020
Circular 04A – A letter to potential WCom candidates

17th November 2019.

Dear ISGF members,

I am pleased that you are considering the idea of running for election to the ISGF World Committee. Here is what it is all about!

Being a member of the ISGF World Committee (WCom) is a serious commitment that involves hard work, and the giving of your time. On the other hand, it gives you the satisfaction of contributing to a worldwide organisation for adults which is becoming a powerful agent for the promotion of Scouting & Guiding, the good of the community and the cause of peace and international understanding.

Meetings

The WCom meets at least once a year and additionally at least twice during the World Conference (WConf). If you are elected, you will attend your first WCom meeting immediately after the WConf (the day after the closure of the WConf); therefore, you have to make arrangements to attend it. This meeting will allot responsibilities and tasks internally, appoint or confirm the Teams, review the ex-officio members and decide on the date of the next meeting.

At each annual meeting a decision is taken on the date of the subsequent annual meeting. The WCom meeting reviews the work done in the previous year and sets the course for the coming year, for the whole WCom as well as for all its Teams, ex-officio members and the Central Branch co-ordinator.

Ways of work

As the WCom only meets as a rule once a year, most of the work is done and many decisions have to be taken between the meetings, mainly through e-mail and Skype. In practice, therefore, it is not possible to work adequately as a member of the WCom unless you are fully familiar with Information technologies (IT).

As an average – and depending of course on your ability and rapidity of work and on the tasks allotted to you – you ought to be prepared to spend at least 30 minutes a day on your e-mail correspondence and 6-8 hours a week working on your tasks. We stress that this is an average. You will have to report regularly on the tasks entrusted to you, and to comment on, or at least acknowledge, the main communications addressed to you.

The ISGF WCom and the World Bureau (WB) carry out most of the tasks and responsibilities, but some may be delegated to Teams, established for the triennium and entrusted with the responsibility of a geopolitical Region or of a specific task. Their members can be appointed from inside as well as outside the WCom. But all Teams are under the leadership of at least one member of the WCom. The Teams report to the WCom, in writing or at the annual meeting.

Both if you work within a Team or when you carry out a specific task, you will be considered as a responsible and trustworthy person, capable of executing teamwork as well as individual action. You should, therefore, possess qualities that will enable you to work within a team, but also by yourself. You are expected to be loyal to the decisions and policy line taken together, and to abide by the leadership of the Chair of the WCom and your Team Leader, if you have got one.

The following tasks are undertaken by the members of the WCom assisted where relevant by the World Bureau, Central Branch Co-ordinator and Treasurer:

Regional liaison for a region: Key contact point with the Regional Committee of a Region. The liaison should develop and implement plans for the further development of the Region with the Regional Committee and the Central Branch Coordinator.

Finance/Fundraising: The functions of the finance team are to manage funds. Engage in financial analysis in such areas as forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance. Ensure that sufficient funds are available to meet ongoing operational requirements. Engage in ongoing cost reduction analyses in all areas of the organization. Fundraisers are the money-makers of the charity world and they work on behalf of non-profit organizations. It's common to specialize in a specific type of fundraising, such as corporate fundraising, community fundraising, major gifts, legacy fundraising, events or trusts.

Global projects: A Project Coordinator administers and organizes all types of projects, from simple activities to more complex plans when they come in. It is the World Committee who decides if a project should be supported or not.

Partnerships: ISGF has a partnership with the UNHCR. The Partnership should effectively fulfill its mission and specific objectives while creating the proposals and presentations to enable partnership opportunities. (With the support of Martine Levy).

The Chairman of ISGF World Committee is an International Ambassadors Guild Board member and therefore always invited to their yearly general meeting in March. In case of impossible attendance, the chairman will appoint an ISGF WCom representative to the meeting.

ISGF has a partnership with the World Association of Girl Guides and Girl Scouts (WAGGGS) and the World Organisation of the Scout Movement (WOSM). Relevant policy documents will be exchanged, and new efforts will be made to work together on the development of future policies, where appropriate.

Legal team: To study amendments to the ISGF Constitution and Byelaws after the World Conference edit and proofread the final text.

- To identify amendments to the Constitution and Bye- Laws and propose them to the WCom which may in turn present them to the next World Conference.
- To review and update, as necessary, published documents and guidelines triennially.
- To examine the Constitutions of the NSGFs and the amendments to them before they are approved by the World Committee.
- To examine the Constitutions of Regions and Sub-Regions and the amendments to them before they are approved by the World Committee.
- To examine any legal documents (agreements, memorandums..... etc) as required by the World Committee or the World Committee Chairman.
- To examine any issue requiring a legal opinion.
- To give advice to any prospective member country concerning the preparation of documents when applying for membership.
- To ensure that all documents are written in accurate English and French.

PR & Communication: to present a PR plan and a PR budget according to the available funds. To assist, if needed, the Secretary General in her PR activities and to fulfill all other PR and communication activities as requested by the ISGF World Committee. Preparing and supervising the production of publicity brochures, handouts, promotional videos and among others PowerPoint presentations. Guard ISGFs corporate visual identity which is an expression of our mission, vision and values. It has three important elements: our logo, our colors and our imagery, which are used in all our corporate communications including our website. Supervise the website and all other existing social media. Managing and updating information and engaging with users on social media

sites such as Facebook, Twitter, Instagram and You Tube together with the webmaster, content manager and World Bureau.

World Bureau support: Supports the World Bureau in document processing and document creation when needed.

Practical arrangements

Travel expenses incurred by members of the WCom to attend meetings of the WCom and of the WConf are reimbursed by the WB as soon as possible, upon presentation of a form with relevant documents such as invoices, a copy of the tickets detailing the costs etc. and according to the following criteria: members are requested to use economy fares or special offers (economy air fare, 2nd class train, bus/tram if necessary – no taxi), proposed either by the WB or by the WCom member; the cost of visas is covered only for attending WCom meetings and WConf ; no medical expenses can be covered; in case of use of one's own car, travel expenses will be covered within the limits of the cost of the cheapest transportation as ascertained by the WB. It is each WCom member's own responsibility to have an insurance in case of accident, medical expenses etc. and to cover cancellation of tickets already paid for (unless the cancellation is decided by the ISGF). We must inform you that the ISGF budget is tight and therefore the WCom and WB must be attentive to expenditure (ISGF financial statements available via your National President/International Secretary or upon request to World Bureau.)

WCom members needing a visa to travel to the venue of the meeting must introduce their request to the WB at least three months in advance of the meeting, so that the WB can send the letter of invitation to the Embassy or consular services. WCom members are requested to provide the relevant information for their visa application.

Accommodation both for ordinary WCom meetings and for attending WConf is normally reserved by the WB and the cost is covered by the ISGF at the floor price only, but ensuring a minimum comfort. Members should confirm their presence to the WB and inform it of any possible special requirements. Meals without beverages are covered by the ISGF when attending WCom meetings (including before or after a WConf) and whenever a WCom member represents the ISGF, provided that the cost of these meals be of a reasonable level. The WConf fee (including meals) is covered by the ISGF.

Languages

To apply for your candidature, you must speak and write well English and/or French. These are the official languages of the ISGF, which endeavours to work in both languages. As a result, most of the time of the WB is taken by translating the messages back and forth. However, in the frame of the ISGF development, any other language (mostly Spanish, German and Arabic) is an asset.

We have to say, however, that in line with a worldwide trend and because of the vehicular language used by most of the ISGF Members, most of the work (possibly 85-90%) of the ISGF is carried out in English. If you are elected, irrespective of your native or vehicular language and unless you speak English well, you should-make an effort during your six-year term of office to acquire at least an elementary knowledge of the language. This will speed up work and may reduce the costs, and moreover will provide a lot of useful nuances for your job.

Now, last but not least

ISGF World Committee is not:

- an honorary position to put on a business card to acquire prestige with friends and other people.
- a quiet and dignified retirement after a glorious Scout or Guide career.
- a nice spare time activity which you can carry out among many others.

If you are applying for any of these reasons, it would be better for you to drop the idea, the sooner the better. You would avoid being disappointed, and disappointing other people.

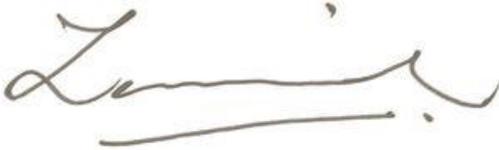
We wish you to consider all the above lines very seriously. As Baden-Powell said once: "Scouting is not only fun, but it also requires a lot from you". This is also true for Fellowship members,

especially if you want to be a member of the ISGF World Committee. Deadline for submitting your application: 17th March 2020.

During the time from when a NSGF has decided to nominate a candidate, it is the NSGF's responsibility to ensure that no active campaigning takes place by /or for the candidate until the moment of the election process at the World Conference.

We wish you success in your bid for the World Committee.

Yours in Fellowship,

A handwritten signature in dark ink, appearing to read 'Zailillah', with a long horizontal flourish underneath.

Zailillah Mohd Taib
Chairman
ISGF World Committee