

NATIONAL PERSONNEL

SECTION 1 TRUSTEES

1. A member of the Board of Trustees is called a Trustee and has a responsibility to exercise due care in voting upon matters before the Board of Trustees. Trustees should make every effort to acquire enough knowledge and understanding of issues before the Board to allow them to make informed decisions regarding these issues. Trustees are required to act in the best interest of CISV, Inc.
2. The Chapter Trustee has the responsibility to inform their local Chapter of the actions of the Board of Trustees. Chapter Trustees should represent their particular Chapter's concerns and views on matters before the Board. Chapter Trustees serve a three-year term.
3. Steering Committee Trustees have the same responsibilities as Chapter Trustees and are entitled Senior or Junior Trustee in the same way. Steering Committee Trustees are not entitled to vote at meetings of the Board of Trustees.
4. Trustees-At-Large are elected for three year terms. They can serve no more than two consecutive terms and have the same rights and responsibilities as any Trustee. Their status on the Board provides input from individuals who are not bound to any one Chapter or Steering Committee and can look at issues before the Board from a national perspective.
5. Youth Trustees are elected by members of the Junior Branches of CISV, Inc. They have the same rights and responsibilities as any Trustee. Their status as Youth Trustees is designed to provide input from the younger members of CISV on issues before the Board. The person elected Executive Youth Trustee serves a two year term, is a member of the Executive Committee, and is a member of the Board of Trustees. The Committee Youth Trustee shall take office immediately following the National Board Meeting after finishing a one year term as Committee Youth Trustee-Elect, serves one full year, and is a member of the Board of Trustees. The Committee Youth Trustee-Elect shall take office immediately following the convention at which elected and shall serve for one full year, but does not serve on the Board of Trustees.

SECTION 2 OFFICERS

1. **President:** The President is a Trustee and a member of the Executive Committee. The President is elected for a three-year term and can serve no more than two consecutive terms. The President has the following rights and responsibilities:

- A. Presides over all meetings of the Board of Trustees and the Executive Committee.
- B. Supervises the work of the National Office and the Administrative Director in cooperation with the Executive Committee.
- C. Appoints Committee Chairpersons, Presidential Appointees, Ad Hoc Committees, and other personnel in accordance with the Code of Regulations and Operating Procedures of CISV, Inc.
- D. Communicates regularly with the Chapters and Steering Committees of CISV, Inc.
- E. Attends the International Board Meeting during the first year of office.
- F. Undertakes all other actions provided for by the Code of Regulations and Operating Procedures of CISV, Inc. and by *Robert's Rules of Order Revised*, where consistent with CISV, Inc. regulations and procedures.

2. Vice-President: The Vice-President is a Trustee and a member of the Executive Committee. The Vice-President is elected for a three-year term and can serve no more than two consecutive terms. The Vice-President has the following rights and responsibilities:

- A. Presides over meetings of the Board of Trustees and the Executive Committee when the President is unable to preside.
- B. Assumes the office of President if the conditions contained in the Operating Procedure on Elections are satisfied.
- C. Reviews periodically all policies and activities of CISV, Inc. and recommends such changes as he/she deems fit in order to improve the organization.
- D. Investigates and makes recommendations concerning the expansion of programs which are consistent with the goals and purposes of CISV, Inc.
- E. Recommends changes in the organization and administration of CISV, Inc. in order to increase the efficiency of CISV, Inc.
- F. Recommends items for consideration and action by committees of CISV, Inc. in order to meet the long range goals and needs of CISV, Inc.
- G. Works with Chapters and Steering Committees to assist them in developing their long range plans.
- H. Undertakes other responsibilities provided for by the Code of Regulations and Operating Procedures of CISV, Inc. and by *Robert's Rules of Order Revised*, where consistent with CISV, Inc. regulations and procedures.

3. **Secretary:** The Secretary is a Trustee and a member of the Executive Committee. The Secretary is elected for a three-year term and can serve no more than two consecutive terms. The rights and responsibilities of the Secretary are as follows:
 - A. Takes and distributes all action notes and minutes of meetings of the Board of Trustees and the Executive Committee.
 - B. Undertakes correspondence as directed by the Board of Trustees or the Executive Committee.
 - C. Undertakes other responsibilities as provided by the Code of Regulations and Operating Procedures of CISV, Inc. and by *Robert's Rules of Order Revised*, where consistent with CISV, Inc. regulations and procedures.

4. **Treasurer:** The Treasurer is a Trustee and a member of the Executive Committee. The Treasurer is elected for a three-year term and can serve no more than two consecutive terms. The rights and responsibilities of the Treasurer are as follows:
 - A. Administers all monies of CISV, Inc. according to the Code of Regulations and Operating Procedures of CISV, Inc., and at the direction of the Executive Committee.
 - B. Makes written quarterly reports to the Executive Committee and written annual reports to the Board of Trustees concerning the finances of CISV, Inc.
 - C. Assists the Finance Committee in the preparation of the annual budget of CISV, Inc. according to the relevant Operating Procedures.
 - D. Assists Chapter and Steering Committee Treasurers in following the proper guidelines and rules of CISV, Inc.
 - E. Undertakes other responsibilities as provided by the Code of Regulations and Operating Procedures of CISV, Inc. and by *Robert's Rules of Order Revised*, where consistent with CISV, Inc. regulations and procedures.

SECTION 3 THE INTERNATIONAL REPRESENTATIVE

1. The International Representative is a Trustee and a member of the Executive Committee. The International Representative is elected for a three year term.
2. The International Representative represents the United States (CISV, Inc.) in all matters coming before the International Board of the Children's International Summer Villages International Association (CISVIA). The

International Representative is instructed in this responsibility by the Board of Trustees and the Executive Committee of CISV, Inc.

3. The International Representative advises the Board of Trustees and the Executive Committee of actions taken by and issues before the International Board.
4. The International Representative shall undertake other responsibilities as assigned by the President or the Executive Committee.

SECTION 4 PRESIDENTIAL APPOINTEE

1. Presidential Appointee is a Trustee and member of the Executive Committee. One Presidential Appointee is appointed by the President each year, for a one year term, with the consent of the Board of Trustees.
2. The Presidential Appointee shall be responsible for such tasks as may be assigned by the President or the Executive Committee.

SECTION 5 PARLIAMENTARIAN

1. The Parliamentarian is appointed by the President with the consent of the Board of Trustees. The Parliamentarian advises the President, Executive Committee, and Board of Trustees on parliamentary matters and on the provisions of the Code of Regulations and Operating Procedures of CISV, Inc.
2. The Parliamentarian is responsible for the maintenance and updating of the *Handbook of Procedures* of CISV, Inc.
3. The Parliamentarian is responsible for the review of Chapter and Steering Committee constitutions of CISV, Inc.

SECTION 6 RISK MANAGER

1. The Risk Manager/Legal Advisor is appointed by the President with the consent of the Board of Trustees.
2. The Risk Manager/Legal Advisor is responsible for advising the President, Board of Trustees, National Committees, Chapters and Steering Committees on legal matters.

SECTION 7 AUDIT LIAISON

1. The President shall appoint one or more Audit Liaison(s) who shall oversee the preparation of the annual audit of CISV, Inc. The Audit Liaison(s) has the following duties:
 - A. Ensuring that all data necessary for the annual audit is submitted on time and in the proper manner.
 - B. Reviewing each Chapter's and Steering Committee's books in order to ensure that they are being properly maintained.
 - C. Shipping the completed records of CISV, Inc. to the auditor for the performance of the audit.

- D. Working closely with the National Treasurer of CISV, Inc. and the Treasurers of the Chapters and Steering Committees in order to minimize audit difficulties.
- E. Submitting to the Board of Trustees the result of the annual audit and making recommendations concerning the audit.

SECTION 8 INSURANCE LIAISON

- 1. The Insurance Liaison is appointed by the President and is responsible for matters relating to CISV, Inc.'s insurance. The specific duties of the Insurance Liaison are as follows:
 - A. To investigate and assess the insurance needs of CISV, Inc. and to advise the Board of Trustees on the types and amount of insurance coverage which the organization should maintain.
 - B. To serve as a liaison between CISV, Inc. and its insurance companies.
 - C. To advise Chapters and Steering Committees as to insurance procedures and policies and to assist the Chapters and Steering Committees in matters regarding insurance.
 - D. To advise the Board of Trustees, in cooperation with the International Representative of CISV, Inc., as to matters concerning CISV International's insurance policy.

SECTION 9 EDUCATIONAL DEVELOPMENT AND RESEARCH LIAISON

The Educational Development and Research Liaison is responsible for facilitating research in CISV and is to be involved in the collection and protection of CISV archives, internationally and nationally.

The specific duties of the liaison are as follows:

- 1. To act as a clearing house and facilitator for individuals and groups who propose to do meaningful research in CISV.
- 2. To review research proposals that are submitted and make comments and recommendations to the Executive Committee or the Board of Trustees regarding the plausibility of the proposal.
- 3. To coordinate, to the degree that seems appropriate or desirable, research that will be done in CISV programs in the United States.
- 4. To cooperate and assist, as requested, with the research efforts of the International Educational Development & Research Committee.
- 5. To coordinate the transfer of the CISV archives to the University of Cincinnati Library/Archives and

assist with requests for information as may be helpful to researchers.

6. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

SECTION 10 SCHOLARSHIP LIAISON

One member of the Finance Committee shall be named as Scholarship Liaison and is responsible for the establishment and administration of scholarship programs designed to assist Chapters, Steering Committees and individuals in programs/activities consistent with the goals and purposes of CISV, Inc. The specific duties of the Scholarship Liaison are as follows:

1. To identify scholarship needs and recommend guidelines and procedures to the Board of Trustees concerning the establishment of specific scholarships and the solicitation and use of scholarship funds.
2. To cooperate with the Treasurer in the management and administration of scholarship funds.
3. To evaluate the impact of CISV, Inc. scholarship programs on the achievement of the goals and purposes of CISV, Inc.
4. To develop plans and programs to ensure the participation of minorities and underprivileged individuals in the programs of CISV, Inc.
5. To assist Chapters and Steering Committees in local scholarship programs.
6. To verify that local Chapter and Steering Committee scholarship guidelines are on file with the National Scholarship Liaison in order to apply for matching National Scholarship funds.
7. To undertake other activities as requested by the Board of Trustees or the Executive Committee.

SECTION 11 NEWSLETTER EDITOR

One member of the Chapter Development Committee shall be named as National Newsletter Editor. The specific duties of the Editor will be as follows:

1. Collect appropriate material to be included in newsletter publications.
2. Publish and mail National newsletters, at least three issues annually.

SECTION 12 HONORARY COUNSELOR

Honorary Counselor: Honorary Counselor shall be an individual:

1. Who shall be elected by the Board of Trustees for life.

2. Who shall have none of the obligations of membership in CISV, but shall be entitled to all of the privileges except those of making motions, voting and holding office.
3. Who shall have the right to attend and speak at regular National Board Meetings.
4. Whose long experience and dedication have contributed to the growth and development of CISV USA.
5. An Honorary Counselor may complete his/her term of office or appointment, including election or appointment during the year of nomination. ("Office or appointment" refers to an elected office such as president, vice-president, secretary, treasurer, International trustee, Chapter trustee, presidential appointee, or trustee-at-large.)

SECTION 13 HONORARY TRUSTEE

Honorary Trustee: Honorary Trustee shall be an individual:

1. Whose life and philosophy is in direct agreement with the goals of CISV and who shows interest in the health, education and welfare of children. An Honorary Trustee has rendered notable service to international peace, friendship, and understanding and is recognized for leadership ability in the community, state, country and/or world.
2. Who has a positive image in the eyes of society, being free from controversy in regard to affiliation, personal views, and political record. An Honorary Trustee contributes to mankind in a positive manner through profession, talents, or public service. An Honorary Trustee will bring credibility to CISV, Inc., thus broadening its scope as a major international youth organization.
3. Who is a resident of the USA and is elected by the Board of Trustees for a five year term.
4. Who has none of the obligations of membership in CISV, Inc., but shall be entitled to all of the privileges except those of making motions, voting and holding office.
5. Who has the right to attend and speak at regular National Board Meetings.

SECTION 14 ADMINISTRATIVE DIRECTOR

1. The Administrative Director of CISV, Inc. shall be employed by the Board of Trustees to serve in accordance with

policies and practices determined by the CISV, Inc. Board of Trustees or its Executive Committee.

2. The Administrative Director is responsible for the effective management of the CISV, Inc. National Office as a central clearinghouse of information for the component parts of CISV, Inc., and when appropriate, CISV International.
3. The Administrative Director shall, unless directed otherwise by the President of CISV, Inc., attend all meetings of the CISV Board of Trustees and its Executive Committee but may not vote.
4. The Administrative Director will assume other duties stipulated in the employment agreement and as directed by the Board of Trustees or its Executive Committee.
5. The Administrative Director shall be subject to an annual performance evaluation.

STANDING COMMITTEES

- SECTION 1** Standing Committees are established by the Board of Trustees. The duties of each Standing Committee are set forth in the Code of Regulations and the Operating Procedures of CISV, Inc. In addition to these duties, all Standing Committees are bound by the following rules and duties:
1. Each committee shall consist of a Chairperson and a reasonable number of members. One member of each committee should be a youth. Committees may also have co-opted members, as they deem necessary.
 2. Each committee shall submit a detailed report of its activities for the past twelve months at least thirty (30) days prior to the annual National Board Meeting (NBM) of CISV, Inc. Report forms for this purpose will be made available to each Chairperson by the National Office of CISV, Inc.
 3. Each committee shall submit a plan for its operations and a detailed proposed budget at the annual National Board Meeting of CISV, Inc. The report should describe the committee's plans for the coming year.
 4. Each committee, in addition to its prescribed duties, may undertake such other activities as it deems appropriate and which are consistent with the committee's other duties and the goals and purposes of CISV, Inc.
- SECTION 2** Committee Chairpersons shall attend the National Board Meeting and be present at the Expanded Executive Committee meetings, Board of Trustee meetings and applicable roundtables and workshops.
- SECTION 3** Committees are without authority to enter into any agreement, oral or written, involving CISV, Inc. until such agreement has been signed by the President and Treasurer.
- SECTION 4** Each Standing Committee is supervised by a member of the Executive Committee. The Chairperson of each Standing Committee is expected to communicate with the Executive in charge of that committee on a regular basis. The specific grouping of committees into different divisions, and the Executive Committee member in charge of the various divisions, is a matter solely within the discretion of the Executive Committee. The purpose of any such division structure is to improve communication and enable committees to work together more cohesively. The Executive Committee shall advise the committees and the Board of Trustees as to changes and alterations in the division structure.

CHAPTER DEVELOPMENT COMMITTEE

SECTION 1 The Chapter Development Committee is responsible for the development of CISV, Inc. within existing Chapters. This committee should seek out and disseminate ideas and methods for structural and procedural improvement of the Chapters for effective training, placement, and management of volunteers, and for strengthening each Chapters' membership base.

SECTION 2 The specific duties of the Chapter Development Committee shall be as follows:

1. To study issues of volunteer management, administration, and organization relating to CISV Chapters.
2. To publish and disseminate periodic bulletins to the Chapters sharing the results of such study.
3. To present workshops or seminars on issues relating to Chapter Development.
4. To provide assistance to Chapters in need of revitalization, reorganization, or information when asked to do so by a Chapter or by the Executive Committee.
5. To plan and conduct training for Chapter presidents and presidents-elect.
6. To cooperate with other organizations having similar goals, structure, or volunteer management for the purpose of improving CISV Chapters' effectiveness.
7. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

EXECUTIVE COMMITTEE

- SECTION 1** As indicated in the Code of Regulations, the Executive Committee of CISV, Inc. shall consist of the President, Vice-President, Secretary, and Treasurer of CISV, Inc. as well as the Executive Youth Trustee, the International Representative, and two members appointed by the President and approved by the Board of Trustees.
- SECTION 2** The Executive Committee shall hold at least two meetings a year. All meetings shall be called by the President or at the request of four of its members. A quorum of five members shall be necessary to conduct business.
- SECTION 3** The Executive Committee acts for the Board of Trustees between meetings of the Board. It is hereby empowered to take any action which the full Board of Trustees could legally take, subject to the conditions and exceptions set forth in this Operating Procedure and all other Operating Procedures of CISV, Inc. The Executive Committees shall make regular reports to the Board regarding its actions.
- SECTION 4** The Executive Committee is without power to:
1. Dissolve the corporation.
 2. Admit new Chapters or Steering Committees.
 3. Revoke Chapter or Steering Committee status.
 4. Amend or repeal this Operating Procedure.
- SECTION 5** The Executive Committee may establish new Operating Procedures, which shall then be submitted to the Board of Trustees at the next scheduled Board meeting for Board approval or disapproval. The Executive Committee may amend already established Operating Procedures, unless expressly prohibited by the Operating Procedure. Such amendments will be submitted to the Board of Trustees at the next scheduled Board meeting for Board approval or disapproval.
- SECTION 6** The Executive Committee shall keep a full and accurate record of all its meetings which shall be available for inspection by any member of the Board of Trustees.
- SECTION 7** The Executive Committee shall conduct on-site evaluations at each USA Village, Summer Camp and Seminar Camp. A member of the National Executive Committee, or its representative, preferably from outside the hosting chapter, will conduct the evaluation in the course of an overnight visit using a report form developed for each program by the Village, Summer Camp and Seminar Camp Committees, in consultation with the Networking Committee.

EXPANSION COMMITTEE

SECTION 1 The Expansion committee is responsible for the development of CISV, Inc. Steering Committees and Chapters in communities within the United States where no Chapter or Steering Committee is in existence.

SECTION 2 The specific duties of the Expansion Committee shall be as follows:

1. To review regularly the status of efforts in the United States to organize CISV Steering Committees in communities outside the geographic boundaries of present Chapters or Steering Committees.
2. To participate in national advertising and information campaigns which may influence the expansion of CISV, Inc. Such participation shall be done in cooperation with the Public Relations Committee of CISV, Inc.
3. To assist local groups desiring to organize a Steering Committee by whatever means are deemed practical and appropriate. Such assistance could include distribution of information about CISV; familiarizing local committee members with CISV programs, goals and organization development techniques; and visits to local communities by members of the Expansion Committee.
4. To communicate regularly with CISV, Inc. Steering Committees, giving them guidance and support in their efforts to become a Chapter.
5. To assist any committee applying for recognition as a CISV, Inc. Steering Committee in accordance with provisions of the Operating Procedures relating to the admission of Steering Committees. This assistance shall continue until the Steering Committee reaches Chapter status.
6. To work with Steering Committees that become Chapters for two years after receiving Chapter status.
7. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

FINANCE COMMITTEE

SECTION 1 The Finance Committee is responsible for the oversight of all matters relating to the financial health and stability of CISV, Inc.

SECTION 2 The specific duties of the Finance Committee shall be as follows:

1. To regularly review the financial status of CISV, Inc. and to make recommendations to the Board of Trustees and the Executive Committee concerning financial matters.
2. To prepare, with the assistance of the Treasurer, an annual budget for CISV, Inc. for submission to the Board of Trustees each year. The Finance Committee shall prepare the budget with the advice of the Board of Trustees and the committees of CISV, Inc.
3. To provide the Board of Trustees and the Executive Committee with advice and recommendations regarding any and all problems or issues relating to financial matters.
4. To provide guidance and direction to Chapters and Steering Committees regarding financial matters, either at the request of the Chapter or Steering Committee, or at the direction of the Executive Committee.
5. To work with the Treasurer in the establishment of such financial policies and procedures as are necessary to ensure that CISV, Inc. complies with all applicable laws and regulations of the federal and state government. Special attention should be given to maintaining the status of CISV, Inc. as a tax-exempt organization.
6. To cooperate with the Financial Development Committee in the solicitation of grants so as to ensure accuracy.
7. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

SECTION 3 The Treasurer shall serve as a member, but not the Chair, of the Finance Committee.

SECTION 4 Whenever possible, at least one member of the Finance Committee should be a legal or financial expert.

SECTION 5 The committee shall meet at least once annually to prepare the budget.

SECTION 6 One member of the Finance Committee shall be named as national Store Liaison and shall make all arrangements for the operation of the National Store at the annual National Board Meeting.

FINANCIAL DEVELOPMENT COMMITTEE

SECTION 1 The National Financial Development Committee is responsible for fund raising for CISV, Inc. This committee should seek out sources of funds to supplement the fee structure of CISV, Inc. and develop the ability of CISV, Inc. to compete in grant competitions.

SECTION 2 The specific duties of the National Financial Development Committee shall be as follows:

1. To investigate private and governmental organizations which offer funding possibilities for CISV, Inc.
2. To prepare grant proposals for CISV projects which have been approved by the Board of Trustees or the Executive Committee.
3. To cooperate with the Networking Committee to discover areas in which CISV, Inc. might cooperate with other organizations in soliciting funds.
4. To develop and administer guidelines and procedures relating to fund raising and grant solicitation by Chapters and Steering Committees.
5. To maintain accurate statistical information about CISV, Inc. for use in fund-raising and grant solicitation.
6. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

SECTION 3 The Financial Development Committee shall work closely with the Finance Committee and the Treasurer of CISV, Inc. to ensure that its activities are in compliance with all applicable federal and state laws and regulations, especially those laws relating to CISV, Inc.'s status as a tax-exempt organization.

SECTION 4 The Financial Development Committee is hereby prohibited from submitting grant proposals without the full knowledge and approval of the Board of Trustees or, in its place, the Executive Committee.

INTERCHANGE COMMITTEE

SECTION 1 The Interchange Committee is responsible for overseeing all aspects of the CISV Interchange program in the United States.

SECTION 2 The specific duties of the Interchange Committee shall be as follows:

1. To assist all Chapters and Steering Committees in developing quality Interchange programs in their respective communities.
2. To monitor and maintain the standards, guidelines, and rules adopted by CISV International and CISV, Inc. to ensure that they are followed by all Chapters and Steering Committees and to notify Chapters and Steering Committees of changes in these procedures.
3. To administer the assignment of Interchanges in the United States in accordance with International and National procedures.
4. To serve as a contact between the United States and the International Interchange Committee of CISV and, as one means of doing this, to have, whenever possible, a member of the United States Interchange Committee also serve as a member of the International Interchange Committee.
5. To assist in developing plans for research regarding the Interchange program.
6. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

LEADERSHIP TRAINING COMMITTEE

SECTION 1 The Leadership Training Committee is responsible for the development, conducting, and administration of training programs for all CISV leaders in order to ensure that all CISV programs are conducted by qualified and responsible individuals.

SECTION 2 The specific duties of the Leadership Training Committee shall be as follows:

1. To develop guidelines and materials for Chapter/Steering Committee leadership training in order to ensure a high quality of training prior to and, if necessary, after the National Workshops.
2. To conduct National leadership training workshops in such locations and at such times as it deems appropriate and practical.
3. To make a written evaluation of each workshop participant's attitudes, knowledge and skills necessary for effective CISV leadership.
4. To send copies of the written evaluation promptly to Chapter/Steering Committee Presidents, the appropriate National Program Chair, and the National Office.
5. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

SECTION 3 The Local Leadership Training Committee shall be a subcommittee of the Leadership Training Committee and shall be responsible for issues relating to training conducted at the Chapter level. The specific duties of the Local Leadership Training Subcommittee shall be as follows:

1. To develop guidelines and materials to be used specifically at the Chapter level.
2. To assist local trainers with their training program.
3. To maintain and update a *Local Leadership Training Guide*.

MOSAIC COMMITTEE

SECTION 1 Mosaic is a programme that consists of projects with educational content, developed by local chapters worldwide, that empowers individuals to be agents of change, reaches out, and involves as many people as possible.

The Mosaic Committee is responsible for the overseeing, developing, and administering the Mosaic Projects held in the United States. The aims of the Mosaic program include:

1. To empower participants to take initiative in their community.
2. To provide non-formal, experiential peace education at the local level to as many participants from inside or outside the organization as possible.
3. To contribute to the development and expansion of CISV Chapters
4. To promote cooperation between chapters and LMOs and NGOs.

SECTION 2 The specific duties of the National Mosaic Committee shall be as follows:

1. To work with the International Mosaic Committee in the development and organization of Mosaic Projects in the United States.
2. To assist chapters in understanding and adhering to International MOSAIC standards and policies.
3. To maintain contacts with each Chapter and Steering Committee to assist in the development of MOSAIC Projects, in order to strengthen chapters at the local level.
4. To periodically evaluate the effectiveness of MOSAIC Projects in the United States.
5. To assist in providing training and information for Mosaic leaders.
6. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

SECTION 3 Any member of CISV, Inc., regardless of age, may serve on this committee. The Youth Trustee(s) shall serve as co-opted members of this committee.

NATIONAL BOARD MEETING COMMITTEE

- SECTION 1** The National Board Meeting Committee, in consultation with the President and Treasurer, is responsible for planning the Annual National Board Meeting of CISV, Inc.
- SECTION 2** The specific duties of the National Board Meeting Committee shall be as follows:
1. To investigate possible locations and dates for the National Board Meeting and to make recommendations to the Board of Trustees and the Executive Committee concerning the location and dates of the National Board Meeting.
 2. To make all arrangements for accommodations and meeting rooms with the hosting facility for a two year cycle.
 3. To provide all Trustees with travel rates sixty (60) days prior to the National Board Meeting as required in the Travel Reimbursement Policy of CISV, Inc.
 4. To plan and oversee the agenda of the National Board Meeting with the cooperation and consent of the Executive Committee.
 5. To cooperate with other Committees of CISV, Inc. in providing workshops and other activities at the National Board Meeting.
 6. To promote attendance at the National Board Meeting by all members of CISV, Inc.
 7. To undertake all other activities necessary for the efficient conduct of business by the Board of Trustees and the committees of CISV, Inc. at the National Board Meeting.
 8. To undertake other matters as requested by the Board of Trustees or the Executive Committee

NETWORKING COMMITTEE

SECTION 1 The Networking Committee is hereby charged with the responsibility of ensuring that CISV, Inc. fulfills the obligation imposed upon it by its Articles of Incorporation and Code of Regulations to cooperate with other groups having similar purposes. In addition, the Networking Committee is responsible for creating and maintaining contacts with organizations, both governmental and non-governmental, which are capable of providing assistance to CISV, Inc. in achieving its goals and purposes.

SECTION 2 The specific tasks of the Networking Committee shall be:

1. To discover and create informational contacts with other groups and organizations that share some or all of the aims of CISV, Inc. and to maintain files on such organizations and their activities.
2. To inform the Board of Trustees of the activities of these other groups and to recommend possible areas of cooperation between these groups and CISV, Inc.
3. To inform the Board of Trustees of groups or organizations which, though they do not directly work towards goals similar to those of CISV, Inc., may be able to provide assistance to CISV, Inc.
4. To attend meetings, activities, or events of other groups and organizations as official representatives of CISV, Inc. or to designate other individuals to do the same, providing that the Board of Trustees or the Executive Committee has, by formal vote, approved of such attendance and representation.
5. To disseminate information about other activities and/or programs which are compatible with the goals and purposes of CISV through publications, workshops and announcements offered to the members of CISV.
6. To disseminate information about CISV to other groups and organizations.
7. To undertake other activities as requested by the Board of Trustees or the Executive Committee.

SECTION 3 This committee is hereby prohibited from entering into any formal agreement, oral or written, with any other group or organization, without prior approval from the Board of Trustees, or in its place, the Executive Committee.

PERSONNEL COMMITTEE

SECTION 1 The Personnel Committee is responsible for matters relating to the nomination of individuals for national offices and honorary positions in CISV, Inc. and for the recruitment and utilization of volunteers in the administration of CISV, Inc.

SECTION 2 The specific duties of the Personnel Committee shall be as follows:

1. To administer the nomination process for the election of individuals to national offices of CISV, Inc. as provided for in the Operating Procedure on Elections. The Personnel Committee shall request nominations from Chapters, Steering Committees, and the Board of Trustees; shall solicit personal comments on particular points and issues from nominees for the office of President, Vice-President, Secretary, Treasurer, and International Representative; and shall submit a slate of candidates along with their vitae for each national office in accordance with the Operating Procedures.
2. To administer Trustee-At-Large elections.
3. To administer Youth elections.
4. To provide annually to the Executive Committee a list of individuals wishing to serve on national committees in order to help the President and Committee Chairpersons in forming the committees.
5. To seek methods for improving the quantity and quality of volunteer work at the national and local level and to consider ways in which such volunteer commitments can be suitably honored.
6. To solicit nominations for the annual Rudie Memmel Award.
7. To provide for recognition or presentations, after consultation with the Executive Committee.
8. To act as an advisory body to anyone within the organization wishing to nominate an Honorary Counselor/Trustee.
9. To act as an advisory body to anyone within the organization wishing to contact an Honorary Counselor/Trustee.
10. To maintain communication with Honorary Counselors/Trustees.
11. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

PUBLIC RELATIONS COMMITTEE

- SECTION 1** The Public Relations Committee is responsible for the development of promotional material about CISV for use by CISV, Inc., its Chapters and its Steering Committees. It is also responsible for the dissemination of publicity about CISV to the general public.
- SECTION 2** The specific duties of the Public Relations Committee shall be as follows:
1. To assist Chapters and Steering Committees in publicizing CISV activities in the local community by developing public relations materials for use at the Chapter and Steering Committee level and by conducting workshops on public relations for Chapters and Steering Committees.
 2. To assist the Expansion Committee in publicizing CISV in new localities within the United States.
 3. To assist the Networking Committee in providing information about CISV to other organizations.
 4. To undertake other matters as requested by the Board of Trustees or the Executive Committee.
- SECTION 3** The Public Relations Committee shall, at all times, seek to ensure that the information it disseminates is accurate and complete in all respects. Statistics regarding CISV shall be updated annually.
- SECTION 4** One member of the Public Relations Committee shall be named as the Annual Report Editor. The specific duties of the Editor will be as follows:
1. Collect material to be included in the Annual Report.
 2. Edit and publish the Annual Report.

SEMINAR CAMP COMMITTEE

SECTION 1 The Seminar Camp Committee is responsible for overseeing all aspects of the CISV Seminar Camp program.

SECTION 2 The specific duties of the Seminar Camp Committee shall be as follows:

1. To assist all Chapters and Steering Committees in the recruitment of applicants for the Seminar Camp program.
2. To assist the International Seminar Camp Committee in the selection of sites for Seminar Camps in the United States and to work closely with Chapters in the hosting of these camps.
3. To develop and administer procedures and guidelines for the planning, conducting, and evaluation of Seminar Camps in the United States.
4. To serve as a contact between the United States and the International Seminar Camp Committee and, as one means of doing this, to have, whenever possible, a member of the United States Seminar Camp Committee also serve as a member of the International Seminar Camp committee.
5. To assist the International Seminar Camp Committee in the recruitment and training of Seminar Camp staff, and to ensure that qualified leaders conduct training programs within the United States.
6. To assist in developing plans for research regarding the Seminar Camp program.
7. To undertake other matters as requested by the Board of Trustees or the executive Committee.

SUMMER CAMP COMMITTEE

SECTION 1 The Summer Camp Committee is responsible for overseeing all aspects of CISV Summer Camps in the United States.

SECTION 2 The specific duties of the Summer Camp Committee shall be as follows:

1. To develop procedures and guidelines for the planning, conducting, and evaluation of all CISV Summer Camps held in the United States.
2. To monitor and maintain the standards, guidelines, and rules adopted by CISV International and CISV, Inc. to ensure that they are followed by all Chapters and Steering Committees, and to notify Chapters and Steering Committees of changes in these procedures.
3. To review applications from Chapters for Summer Camp Charters and to make recommendations to the Board on the question of whether or not to grant a Summer Camp Charter.
4. To assist the International Summer Camp Committee in the selection of sites for Summer Camps in the USA and to work closely with Chapters in the hosting of the Camps.
5. To provide consultation to the Chapters on matters relating to Summer Camps.
6. To periodically review all aspects of the Summer Camp program in an effort to improve the quality and effectiveness of the program.
7. To serve as a contact between the USA and the CISV International Summer Camp Committee, and as one means of doing this, to have, whenever possible, a member of the USA Summer Camp Committee also serve on the International Summer Camp Committee.
8. To assist in developing plans for research regarding Summer Camps.
9. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

VILLAGE COMMITTEE

SECTION 1 The Village Committee is responsible for overseeing all aspects of the CISV Village program in the United States and for providing guidance with regard to the preparation of delegations going to Associated Organization Camps or other special camps.

SECTION 2 The specific duties of the Village Committee shall be as follows:

1. To develop procedures and guidelines for the planning, conducting, and evaluation of all CISV Villages held in the United States.
2. To provide consultation to Chapters on matters relating to the Village program.
3. To periodically review all aspects of the Village program in an effort to improve the quality and effectiveness of the program.
4. To review applications from Chapters for Village Charters and to make recommendations to the Board of Trustees on the question of whether or not to grant a Village Charter.
5. To receive, review and evaluate hosting and sending Village reports.
6. To assist in developing plans for research regarding the Village program.
7. To serve as a contact between the USA and the International Village Committee of CISV and to have, whenever possible, a member of the USA Village Committee serve on the International Village Committee.
8. To identify one or more Committee members to form a subcommittee with responsibility for guiding all aspects of participation in Associated Organization camps or other special camps.
9. To compile and maintain a list of persons qualified and identified as potential staff members.
10. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

YOUTH COMMITTEE

SECTION 1 The Youth Committee is responsible for coordinating and developing youth communication and activities in accordance with the goals and purposes of CISV, Inc.

SECTION 2 The specific duties of the Youth Committee shall be as follows:

1. To periodically review, evaluate, and assist in the effectiveness of the local Junior Branches in the USA.
2. To express concerns and share the ideas and opinions of the Youth of CISV, Inc. to the National Board of Trustees.
3. To plan and administer all activities for the Youth attending the CISV, Inc. National Board Meeting.
4. To assist in developing and coordinating Youth Meetings in the USA.
5. To help promote Youth Leadership and involvement on the Local, National, and International levels of CISV, Inc.

SECTION 3 The Executive Youth Trustee, Committee Youth Trustee, and Committee Youth Trustee-Elect shall serve as ex-officio members of this committee.

YOUTH MEETING COMMITTEE

SECTION 1 The National Youth Meeting Committee is responsible for overseeing all aspects of the CISV Youth Meeting program.

SECTION 2 The specific duties of the National Youth Meeting Committee shall be as follows:

1. To assist all Chapters and Steering Committees in the recruitment of applicants for Youth Meeting activities.
2. To assist the International Youth Meeting Task Force in the selection of sites for Youth Meetings in the USA and to work closely with Chapters and Steering Committees in the hosting of these meetings.
3. To develop and administer procedures and guidelines for the planning, conducting and evaluation of Youth Meetings in the USA.
4. To serve as a contact between the USA and the International Youth Meeting Task Force and to have, whenever possible, a member of the USA Youth Meeting Committee serve as a member of the International Youth Meeting Task Force.
5. To assist the International Youth Meeting Task Force in the recruitment and training of Youth Meeting staff and to ensure that qualified leaders conduct training programs within the USA.
6. To undertake other matters as requested by the Board of Trustees or the Executive Committee.

PEOPLE'S PROJECT TASK FORCE

- Section 1 The People's Project Task Force is responsible for overseeing all aspects of the CISV International People's Project activity in the United States and all aspects of National activity which is intended to reflect IPP goals.
- Section 2 The specific duties of the People's Project Task Force shall be as follows:
1. To cooperate with the IPP Taskforce of CISV International in developing procedures and guidelines related to the planning, conducting, and evaluation of all IPP activities in the United States.
 2. To help the membership of CISV USA learn about this new activity.
 3. To guide and monitor National activity related to IPP in order to maintain the integrity of the activity/s as representative of the International People's Projects, including the goals and design which were adopted (IBM 2000) as an official CISV activity.
 4. To inform the Executive Committee of developments related to new projects and evaluations of completed IPP activities, and to make recommendations based on this information.
 5. To make recommendations to the Executive Committee and the Board concerning the distribution of IPP invitations in the United States.
 6. To assist Chapters which are interested in submitting a proposal for an IPP.
 7. To undertake other related tasks as requested by the Board of Trustees or the Executive Committee.