



# INTERNATIONAL MODEL DIPLOMATS FOR INTEGRATED DEVELOPMENT

## Appendix A: Terms of Reference

### IMDID CAMPUS CHAPTER VOLUNTEERS/MEMBERS

*'IMDID Fellows: generally, campus volunteers institute/establish the IMDID University Chapters and its members and executives are referred to as IMDID Fellows. They have a special Student Council that regulates its affairs.'*

Volunteers have contributed to the growth of IMDID since its founding. Many have served on boards and advisory committees. Hundreds have worked countless hours assisting the Secretariat and other councils fundraising activities. In an effort to better fulfill its mission and meet critical youth needs, IMDID introduced a formalized program for campus volunteers which are termed as IMDID Fellows forming the University Chapters of the organization. Through this chapter, you are able to assist IMDID by working on campus in a variety of volunteer roles.

#### Why volunteer at IMDID in the university?

The International Model Diplomats for Integrated Development provides a unique educational setting. Officials as well as students enjoy a vibrant educational opportunities known for its sense of mission and commitment to youth and community development. While serving as a IMDID volunteer, you are surrounded by the vitality of youth and individuals who care for one another. Though your volunteer efforts, you help change the lives of others as a student and add value to your personality by learning from other volunteers and exposing yourself to challenging issues in society.

#### Who can volunteer?

You may apply for a campus volunteer role if you are at least 18 years of age. Most roles are based upon interest and ability. You may pursue a role related to your professional experience as a student of a particular programme or accept the challenge of learning new skills as a member of the chapter in the university. You must successfully pass a criminal background check for all departmental roles.



#### What volunteer roles are available to IMDID Fellows?

IMDID Fellows serve in a broad range of roles integrated into most campus departments, including academic services, adult education, athletics, career services, communication services, development, maintenance and grounds, operations, student life, and student financial services. Serving as an Executive at the university chapter is defined by a specific job description.

IMDID Fellows also have the opportunity to serve at the Country Management Office or the International Office as intern or any volunteer opportunity made available through the Country Directors.

The leaders of a **University Chapter of IMDID are referred to as Executives** who *provide guidance, instruction, direction and leadership to the volunteer group* within that university for the purpose of achieving a key result or group of aligned results. The executives reports to the Country Director or Country Vice President (who is overseeing several sectors within the country) where applicable. The executives monitor the quantitative and qualitative result that is to be achieved. The university chapter executives often works within the volunteer group of the university, as members, carrying out the same roles but with the additional 'leader' responsibilities - as opposed to higher level management who often have a separate job role altogether. During the election and appointment of the Executives of the University Chapter, the Country Director/Country Vice President must be present with other members of the Country Management Team (CMT) to ensure free and fair election. The CMT may invite the Strategic Council when necessary. Executives are elected annually, and should hand-over after elections to the next Executive Team. A sitting Executive can aspire for re-election to another one-year term of office.

Based on article 8.5.4 of the IMDID Constitution, IMDID Student Council must be elected at a congress in a Provincial Conference and shall be members who satisfy the qualifications set by the Strategic Council for members of the ISC. The International Student Council oversees the overall operations of all IMDID University Chapters in different countries. A member of the Student Council must be an executive of a university chapter who aspire to be elected to the international level.

The functional positions of the Executives of a University Chapter include:

8.5.4.1 Chairman

8.5.4.2 Vice Chairman

8.5.4.3 Secretary for Information

8.5.4.4 Secretary for Finance/Treasurer

8.5.4.5 Vice Secretary for Finance

8.5.4.6 Projects Coordinator

8.5.4.7 Research Coordinator

8.5.4.8 Committee Members

8.5.5 Termination of Tenure of Office any member holding any office shall cease to hold the office when the member:

8.5.5.1 Resigns by notice in writing to the Chairman or the Director of the Campus Club

8.5.5.2 Becomes insolvent

8.5.5.3 Becomes of unsound mind

8.5.5.4 Is asked to resign by the Disciplinary Committee in consultations with the Strategic Council (Internationally).

8.5.5.5 Dies

8.5.5.6 When a vote of no confidence is passed on him or her. A motion for a vote of No Confidence on any office bearer(s) can be moved by any member in a meeting with the Strategic Council (Internationally)

#### **8.5.4.1 Chairman**

The Chairman, who is also, referred to as the President of the University Chapter (UC) is an elected position. The President is responsible for overseeing the activities of the IMDID-UC and ensuring that all members are following the proscribed guidelines in the constitution. The President serves as the liaison between the student volunteer group of that university and the Country Management Team (CMT) in the country.

The President normally serves as chair of the Executive and General meetings. The chairman arranges the date, time and location of their meetings and advises the secretary of this at least one week in advance. The chairman prepares the agenda and chairs the General Meeting.

This individual also acts a liaison between the University Chapter and other groups, ensures that all positions are filled and that duties are being carried out. The chairman attends all International Student Council Congress and has voting rights on the council.

The President shall have the general responsibility for coordinating the activities of the Student Volunteers and for directing and overseeing the publicizing of the affairs of the Student Body. She/he shall preside at all Student volunteers meetings. The President shall not have voting privileges during an executive meeting, except in the case of a tie vote, during which she/he must cast the deciding vote. The President shall be the lead representative of the Student Body in dealings with IMDID's Country Management Team, and with the community. She/he shall be the officially appointed student representative at meetings of the Student Council. The President shall present an account of her/his activities to the Student Council at every International Student Council congress.

#### **8.5.4.2 Vice Chairman**

The Vice-Chairman/Vice-President shall share the duties and responsibilities of the President. The Vice-President shall chair the committees appointed by the Executives to oversee a project, and shall be the officially appointed student representative at meetings of the IMDID Country Management Team in the absence of the President. She/he shall serve as the Parliamentarian of the Student Executive meetings and shall, in the absence of the President, preside at Executive meetings

#### **8.5.4.3 Secretary for Information**

The Secretary shall be responsible for recording the minutes and acting as official timekeeper of all Executive meetings. The Secretary shall maintain the permanent records of the Student Volunteers and he/she will assist the Projects Coordinator in composing correspondence on behalf of the Student Executives. She/he shall ensure that copies of the minutes of all Executive meetings shall be distributed in a timely manner to all Executive Officers, the Student Council permanent records at the international level, and the Country Management Team. She/he shall preside at Executive meetings in the absence of the President, Vice-President, and the Secretary for Finance.

#### **8.5.4.4 Secretary for Finance/Treasurer**

The Secretary for Finance/Treasurer shall be the custodian of the Student Volunteer's funds. She/he shall keep all financial records; disburse funds, and present monthly and annual accounts of financial status of the Student Volunteers to the Student Council and the Country Director. The Treasurer shall chair a Budget Committee and has the power to disburse otherwise unallocated amounts no larger than an amount stated by the President a month upon the unanimous approval of the Executives, but must report any such allocations at the next Executive meeting. She/he is also the signing officer of all Student Volunteer's budgetary expenses and reimbursements. She/he shall preside at Executive meetings in the absence of the President and Vice-President.

#### **8.5.4.5 Vice Secretary for Finance**

The Vice Secretary assists the Secretary for Finance

#### **8.5.4.6 Projects Coordinator**

The Projects Coordinator, also referred to as the Social Activities Officer, shall chair any Community Projects as well as the Social Activities and sub-committees (Follies, Bazaar, Halloween Party, etc.). She/he shall work closely with the Research Coordinator to ensure campus community support for relevant events in the greater area.

He/she shall be responsible for ensuring that regular opportunities are provided for intercultural events and projects. Additionally, she/he shall be responsible for providing opportunities for students to share their feedback on campus community building and volunteerism.

#### **8.5.4.7 Research Coordinator**

The Research Coordinator also acts as the Communications Personnel for the university volunteer group and shall be responsible for maintaining updated content on the Student Volunteers Blog, Student Council Facebook Page, and other Student Volunteers (University Chapter) media. She/he will also be responsible for publicizing the affairs of the chapter in the university and issues pertaining to the Student Body. The Research Coordinator will work closely with the Secretary and President to ensure that all meeting minutes and agendas are made public in a timely manner on the student members of the university chapter. It is also the responsibility of the Research Coordinator to determine the appropriate venue for a specific project or event of the university chapter.

#### **8.5.4.8 Committee Members**

A member of the volunteer group in the university may be elected as a member of a committee either than the Executive Committee to ensure the effective planning and implementation of projects and events within the chapter.

### **What are the time commitments of volunteers?**

Most Executive roles require volunteer service at least once a week. Some roles are seasonal or are available only during the academic year. Some require a minimum time commitment of one year because of training requirements. Scheduling information is included with each job description. You are expected to maintain regular hours with the exception of illness, holidays, and pre-approved vacation time since your campus department depends upon your efforts. Apart from the outlined executive roles, all other fellows serve as members in the university chapter.

### **How does an individual volunteer?**

Students who want to be members of a University Chapter should contact the Executives to complete a form. When the Executives in your university, after reviewing your form shall either accept or reject membership to the chapter as volunteer/IMDID Fellow.

You must submit a formal application online to apply for volunteer opportunity at IMDID. Available roles at the IMDID International Executive Management Team (IEMT) change over time, so you are encouraged to check our website regularly until finding a role you desire. Applications are accepted only for open roles.

### **What happens once an individual applies for a role at the IEMT?**

After receiving your application, the Internal Affairs Director contacts the appropriate department about an interview with you. The interview is designed to make sure the role is a good fit for both you and the organization. Once approved by the Sector Manager, you complete a volunteer orientation session with the Internal Affairs Director and training for your particular role. Generally, individuals who are accepted for staff/volunteer roles can begin volunteer duties within a few days of their application and interview for a particular role. IMDID Fellows in the university have easy chances to getting admitted to volunteer roles at the Country Management Office and/or the International Office.

## **Who can be contacted with questions about the volunteer program?**

Erasmus Kusi Ameyaw serves as Director for Internal Affairs and Ike Krampah as the Director in charge of University Chapters and clubs. They may be contacted via email. (Please check their profiles on our website). You can also contact the Country Director of IMDID in your country.

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