

CALL FOR PLANNING TEAM VOLUNTEERS

HELP US DELIVER THE 38TH WORLD CONFERENCE IN
CYPRUS!

November 2022



DREAM, ACT, LEAD:
THE FUTURE IS OURS

38th WAGGGS World Conference



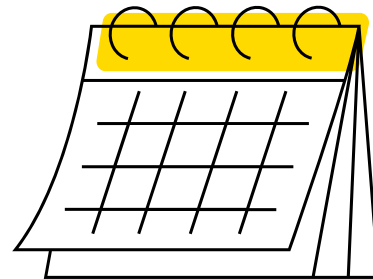
WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS



PLANNING TEAM

WAGGGS is looking for a proactive team of volunteers to join the World Conference planning team to plan and deliver the conference. The Conference planning team will consist of the following members:

- **Conference Chair**
Appointed by the World Board
- **Conference Vice-Chairs**
World Board members, already appointed
- **Procedural Team Coordinator**
Appointed by the World Board



-
- **Procedural Team**
LOOKING FOR THREE VOLUNTEERS
Call open from 26 November 2022 until 8 January 2023

-
- **Programme Lead**
World Board member, already appointed

-
- **Forum Lead**
LOOKING FOR ONE VOLUNTEER
Call open from 26 November 2022 until 8 January 2023
-

You will be part of a group of passionate staff and volunteers and you will ensure that delegates have a valuable and inspiring experience!



CONFERENCE CHAIR AND VICE-CHAIRS

Appointed by the World Board

The World Conference will be chaired by a Conference Chair who will preside over the conference and ensure that the business of the Conference is properly carried out.

For the 38th World Conference, the World Board has decided to directly approach an individual with the right skills for the role of Conference Chair rather than hold an open call for applications.

Two Vice-Chairs will support the Conference Chair with the tasks before, during, and after the World Conference. The Vice-Chairs are appointed by the World Board from amongst their members.

You can find further information about the role and responsibilities of the World Conference Chair and Vice-Chairs here: [Role and responsibilities of the World Conference Chair's team](#)





PROCEDURAL TEAM

The Procedural Team supports Member Organisations (MO) to understand conference procedures and submit Proposed Motions and Proposed Amendments. The team explains and applies the process and coordinates any wording changes.

PROCEDURAL TEAM COORDINATOR

Appointed by the World Board

The Procedural Team Coordinator coordinates and leads the Procedural Team and Tellers, ensuring that the agreed Rules of Procedure are followed by the Conference participants.

For the 38th World Conference, the World Board has decided to directly approach an individual with the right skills for the role of Procedural Team Coordinator rather than hold an open call for applications. You can find further information about the role and responsibilities of the Procedural Team Coordinator here: [Role and responsibilities of the World Conference Procedural Team](#)



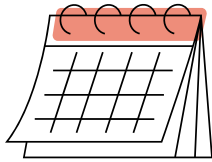
PROCEDURAL TEAM MEMBERS

Open call: 26 November 2022 – 8 January 2023

In addition to the Procedural Team Coordinator, there will be three members of the Procedural Team from different Member Organisations and reflecting the diversity of WAGGGS.



PROCEDURAL TEAM MEMBERS



Open call:
26 November 2022 –
8 January 2023

Young women under the age of 30 years on the first day of the conference, who have the relevant skills and experience are encouraged to apply.

FUNCTIONS

Prior to the World Conference:

- Know and understand the Conference Rules of Procedure
- Know and understand WAGGGS' Constitution and Bye-Laws
- Work with Member Organisations, in a fair and consistent manner, to coordinate and clarify any Proposed Motions and Proposed Amendments to:
 - Refine the language of any Proposed Motions and Proposed Amendments;
 - Ensure the intent and outcomes are clear, and the translations are appropriate;
 - Ensure that the WAGGGS Constitution and Bye-Laws are complied with.
- Know and understand the Proposed Motions and any Proposed Amendments and seek information to ensure full understanding of outcomes
- Prepare and deliver Orientation sessions for participants

At the World Conference:

- Assist delegations to have a common understanding of the Rules of Procedures to be followed at the conference
- Ensure a democratic and transparent decision-making process can occur
- Follow procedures as outlined in the Rules of Procedure
- Ensure that the agreed procedures are followed by Conference participants
- Be available at pre-determined times to answer questions from delegates on matters of Conference procedure



- Work with Member Organisations, in a fair and consistent manner, to coordinate and clarify any tabled Proposed Motions and tabled Proposed Amendments to
 - Refine the language of any Proposed Amendment or new Proposed Motion
 - Ensure the intent and outcomes are clear, and the translations are appropriate;
 - Ensure that the WAGGGS Constitution and Bye-Laws are complied with.
- Support and coordinate the team of Tellers during voting sessions

After the World Conference:

- Complete the conference Records of Decisions document. This will be circulated within one month of the official close of the Conference.
- Contribute to an evaluation report of the Conference, in particular reflecting on the conference procedures and their implementation, before and during the World Conference. This will be circulated within two months of the official close of the Conference.

SKILLS AND EXPERIENCE

Members of the Procedural Team should:

- Have current working knowledge of the WAGGGS Constitution, bye-laws, and key policies.
- Have knowledge of the World Conference Rules of Procedure
- Be a member of a WAGGGS Member Organisation
- Be able to work both independently and as a team member
- Be able to communicate in English both verbally and in writing. It is essential that between the members of the Procedural Team they are able to communicate in all four of the official WAGGGS languages.
- Demonstrate an understanding of diverse points of view and have appreciation of cultural diversity
- Be able to assess situations and exercise wise judgement
- Have the ability to analyse and interpret information
- Have experience with, or an interest in, governance and collective decision making.
- It would be useful to have previously attended a Regional Conference or World Conference



- It would be beneficial for members of the team to have experience of using a variety of different voting methods, ideally including electronic voting.
- Have knowledge and experience of WAGGGS activities.
- Strong IT skills and comfortable working in an online environment

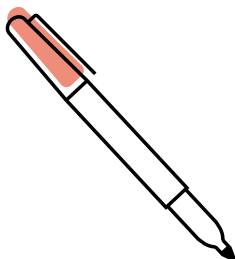
Procedural Team members cannot be a delegate at the Conference. They should not have any role in a Member Organisation delegation or be travelling on behalf of a Member Organisation that could influence their role as a Procedural Team member. They must be able to freely and openly participate as a Procedural Team member. Anyone standing for election to the World Board at the World Conference cannot be selected as a member of the Procedural Team.

Work prior to the World Conference is carried out by email, WhatsApp and online meetings.

These roles will require a minimum of 2 hours input a week in the lead up to the Conference.

Members are required to arrive two days prior of the start of the World Conference and remain for half a day after the last day of the Conference. The World Conference budget will fund the travel, accommodation and Conference registration fee costs and other reasonable expenses for the Procedural Team members to fulfil their role, in accordance with the relevant WAGGGS policies.

SUBMITTING AN APPLICATION



Please complete and return [this form](#) via email to woco@waggggs.org

This should arrive no later than 23:59 (UTC) on Sunday 8 January 2023. Forms received after this time will not be considered.

You can find further information about the role and responsibilities of the Procedural Team members here: [Role and responsibilities of the World Conference Procedural Team](#).



PROGRAMME TEAM

The Programme Team will consist of a Programme Lead and a Forum Lead, receiving support from a designated WAGGGS staff member.

The Programme Team's main responsibility is to develop the World Conference programme with suggestions gathered from other teams such as the World Board, staff teams and/or Member Organisations (MOs).

PROGRAMME LEAD

World Board Member, already appointed

For the 38th World Conference, the World Board has decided to directly approach an individual with the right skills directly for the role of Programme Lead rather than hold an open call for applications. You can find further information about the role and responsibilities of the Programme Lead here: [Role and responsibilities of the Programme Team.](#)



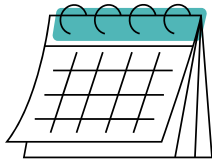
FORUM LEAD

Open call: 26 November 2022 – 8 January 2023

Are you a girl guiding and girl scouting 'keeper of the flame'? Do you love using Guiding & Scouting principles to share learning and broaden horizons? We need experienced and enthusiastic volunteers to work with staff and MOs to develop and deliver the conference programme offer.



FORUM LEAD



Open call:
26 November 2022 –
8 January 2023

Young women under the age of 30 years on the first day of the conference, who have the relevant skills and experience are encouraged to apply.

FUNCTIONS

Prior to the World Conference:

- Responsible for forum
- Gather suggestions for forum content from different teams such as the World Board, staff teams and/or MOs
- Work together with MOs to develop and coordinate workshops
- Responsible for collecting presentations and scripts for all Forum sessions
- Coordination of the facilitators
- Gather the session needs and material needs and provide these to the Events Manager
- Coordinate with the Interpretation Coordinator to deliver as many forum sessions as possible in different languages

At the World Conference:

- Ensure the forum breakout rooms are ready and participants know where they need to go
- Responsible for coordinating forum rehearsals if needed
- Undertake the Programme lead roles if needed



After the World Conference:

- Contribute to an evaluation report of the Conference, in particular reflecting on the conference procedures and their implementation, before and during the World Conference. This will be circulated within two months of the official close of the Conference.

SKILLS AND EXPERIENCE

Members of the Programme Team should:

- Have knowledge of WAGGGS activities, global strategy, and vision and mission
- Be a member of a WAGGGS Member Organisation
- Be able to work both independently and as a team member
- Be able to communicate in English both verbally and in writing. It would be useful to be able to communicate in more than one of the four official WAGGGS languages
- Demonstrate an understanding of diverse points of view and have appreciation of cultural diversity
- Be able to assess situations and exercise wise judgement
- It would be useful to have previously attended a Regional Conference or World Conference
- Strong IT skills and comfortable with working in an online environment





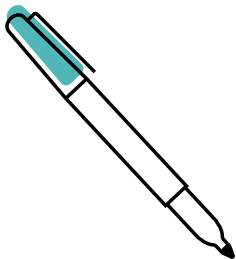
The role of the Programme Lead and Forum Lead will require full availability during the World Conference and they should not have any role in a Member Organisation delegation or be travelling on behalf of a Member Organisation that could minimise their time to act as a Programme Lead or Forum Lead.

Work prior to the World Conference is carried out by email, WhatsApp and online weekly meetings.

These roles will require a minimum of 2 hours input a week in the lead up to the Conference.

Members are required to arrive two days prior of the start of the World Conference and remain for half a day after the last day of the Conference. The World Conference budget will fund the travel, accommodation and Conference registration fee costs and other reasonable expenses for the Programme Team members to fulfil their role, in accordance with the relevant WAGGGS policies.

SUBMITTING AN APPLICATION



Please complete and return [this form](#) via email to woco@waggggs.org.

This should arrive no later than 23:59 (UTC) on Sunday 8 January 2023. Forms received after this time will not be considered.

You can find further information about the role and responsibilities of the Procedural Team members here: [Role and responsibilities of the Programme Team](#).

[CLICK HERE TO DOWNLOAD THE FORM](#)





CODE OF CONDUCT

Members of the Planning Team shall:

- Act only in the best interests of WAGGGS and its members
- Keep confidentiality and not disclose, reveal or provide confidential information to any person.
- Be flexible, open-minded and willing to express concerns
- Communicate effectively and in a timely fashion
- Take personal responsibility for keeping themselves informed of the business of the Conference, reading supporting papers and meeting agreed deadlines.
- Support and care for each other, maintaining a positive attitude and positive approach to the work of the Team.
- Model WAGGGS values (Member-Driven, Brave, Inclusive, Empowering, Transparent, Professional)
- Be a team player, working in partnership with WAGGGS volunteers and staff responsible for delivering the Conference

Members of the Planning Team are expected to comply with WAGGGS policies including the Code of Conduct, Data Protection policy, Safeguarding policy, and Confidentiality Statement.





**DREAM, ACT, LEAD:
THE FUTURE IS OURS**



**WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS**