

2017 AVP World Gathering  
Item of business 1B  
**Structure of the Coordinating Committee**  
Accompanying document  
See [Business at the 2017 AVP World Gathering](#)

The proposed structure of the Coordinating Committee (or Board of Trustees) is:

President + Vice President  
2 Co-Secretaries  
2 Co-Treasurers  
Clerks or Co-Clerks of each standing committee named in the organisational structure  
Member from each currently recognised AVP region  
2 General Members, one serving in an internship capacity to learn about the organisation and the other serving a general role to assist with projects (ongoing and arising) and bringing experience to the discussions at Coordinating Committee.

What do these positions do?

The current job descriptions for these positions can be found at <http://avp.international/who-we-are/>  
Job Descriptions

*President*

Oversees the overall running of the AVP International organisation.

*Vice-President*

Serves as co-clerk of Coordinating Committee and participates in the projects and activities of the organisation.

*Co-Secretaries*

Record the minutes of the Coordinating Committee meetings and are responsible for the archives of past minutes.

*Co-Treasurers*

Manage the financial accounts of AVP International, ensuring there are at least two sets of eyes monitoring the organisation's bank accounts, transactions and financial reports.

*Clerks or Co-Clerks of each standing committee*

Coordinate the activities of their respective committees (and subcommittees as may be the case).

*Member from each currently recognised AVP International region*

The currently recognised regions of AVP International are: Africa, Asia-West Pacific, Europe, Latin America and North America. A committee member from each region is named in order to have greater diversity on Coordinating Committee. Regional members participate in projects of the Coordinating Committee.

*General Member (internship)*

Gains a greater understanding of the AVP International organisation by serving on Coordinating Committee and participating in committee projects and activities.

*General Member (general role)*

Brings broad knowledge of AVP International to the discussions of Coordinating Committee and participates in committee projects and activities.

What kinds of things does Coordinating Committee do or make decisions on?

See the *Coordinating Committee report to the 2017 World Gathering*.

The Coordinating Committee meets once a month and several committee members are involved in ongoing projects between meetings. Some of the items that come before Coordinating Committee

include administrative policy questions, membership in AVP International, and supporting the different projects and activities of the committees.

### How is the structure proposed for Coordinating Committee different from the current structure?

There are essentially two changes being proposed and two modifications:

#### Changes

- a) Past President and Past Vice-President are removed from the structure.
- b) General Member (general role) is added.

#### Modifications

- c) Previously there had been the role of Treasurer and the role of Assistant Treasurer; these two roles now become one as Co-Treasurers.
- d) General Member (internship), previously referred to as person in development, has been redefined.

### What are the reasons for these changes?

- a) The roles of Past President and Past Vice-President on Coordinating Committee will be reviewed as part of succession planning. It is hoped that at the end of their service in these roles, these individuals will move into service on other committees or other areas of the AVP International organisation.
- b) General Member (general role) is added to bring a more experienced perspective to the discussions of the Coordinating Committee and to participate in different projects and activities according to the person's interest and the needs of the organisation.
- c) The role of Treasurer consists of many detailed tasks related to the finances of AVP International. The modification of this role means recognising two people in an equal capacity, who will divide the Treasurer tasks and responsibilities to ensure a system of checks and balances (also known as multiple eyes) for the accounts, transactions and financial activity to look after the finances of AVP International, and to prepare and share financial reports.
- d) General Member (internship) was originally designed as a way for someone who wanted to be involved in the AVP International organisation to do so and learn about the organisation without having formal tasks and responsibilities. This role has been redefined to encourage involvement in the Coordinating Committee while exploring different areas of interest in the organisation.

### The proposed structure has the potential to build a very large Coordinating Committee. Why is the committee so large and how would that work?

True, the Coordinating Committee would be very large if every position was filled and all standing committees had two co-clerks. Although desirable, this is unlikely to happen in reality. The structure proposed is flexible so as to encourage participation from more people in more places around our global AVP community. The current Coordinating Committee has 16 members from 9 countries.

AVP International strives to have as diverse a representation on Coordinating Committee as possible. This means considering things like country/region, experience in AVP, age and gender.

Two mirror Coordinating Committee meetings are held each month to accommodate differences in time zones around the world and to encourage softer voices to speak up.

Both meetings have the same agenda and discuss the same items. Decisions reached at the first meeting are hidden from those attending the second meeting. If the second meeting reaches the same decisions on its own, then we have consensus and action can be taken. If the second meeting does not reach the same (or similar) decision, then the matter is held over to the next month and efforts are made to address the concerns raised.

What is being asked at the 2017 World Gathering?

The world gathering body will be asked to confirm the proposed structure for the Coordinating Committee.

How are the members of Coordinating Committee chosen?

The AVP International Nominations Committee prepares recommendations for the officer and member positions on Coordinating Committee. These recommendations are considered by Coordinating Committee before being presented to the World Gathering for approval. Committees select their own clerks or co-clerks.

The AVP International bylaws allow interim appointments to be made between world gatherings. A nominations process is followed to make such appointments.

Who is going to serve on Coordinating Committee after the 2017 World Gathering?

See the Nominations Committee report and proposed list of candidates.

Are you interested in becoming a member of Coordinating Committee? Contact Nancy at [nominations@avp.international](mailto:nominations@avp.international) or talk with a member of Nominations Committee at the World Gathering.

Questions to think about to prepare for this item of business

- If I were to build an international organisation, what kind of leadership structure would I want?
- Does the Coordinating Committee structure proposed provide sufficient opportunity for diversity in leadership in the AVP International organisation?
- Does the structure proposed offer sufficient care and guidance for the AVP International organisation?

*Please send any concerns or questions to Bronwen at [president@avp.international](mailto:president@avp.international)*