Control Board - Job Description

IAAS is looking for passionate IAAS members to serve as member of the Control Board from September 2018 through August 2019. As a member of the Control Board, you will have a role in shaping IAAS by monitoring and advising the Executive Board. Don’t miss the chance to improve IAAS!

What IAAS offers?

- Work experience in a dynamic and friendly environment
- Develop yourself and improve your soft skills in an international young team
- Grow your network with youth leaders and international organization’s personnel
- Flexibility and space for individual goals and development
- Travel opportunities
- Improve your CV

Requirements

Qualified candidates for the Control Board will have:

- Extensive knowledge of IAAS and be very familiar with the constitution
- Particular interest in or knowledge of a particular Executive Board position or IAAS region
- Knowledge of finance, accounting or economics in order to examine bookkeeping, accounts, and budget (at least one member of the CB)
- Familiarity with the history of IAAS, have been a member of the EB, or have willingness and ability to understand major events in IAAS and at past GA’s
- Functional English speaking, reading, and writing; a high level of written English is required for at least one member of the CB
- Passion for the development of IAAS and its members
- Reliable access to a good internet connection which supports audio internet calls, including a computer microphone and camera
- Membership to a Full Member IAAS committee

Constitutional duties

According to the IAAS Constitution, you will be held responsible for the following tasks during your term as a CB in IAAS, together with your two team members:

Article 8.1 Duties of the Control Board

8.1.1 The Control Board shall update the Constitution and the By-laws according to the decisions taken by the General Assembly.

8.1.2 The Control Board shall examine, if possible, all proposals of the General Assembly prior to their submission to the General Assembly, in order to prevent unintended conflicts or repetition in the respect of standing legislation.

8.1.3 The Control Board shall examine all decisions of the General Assembly and shall report on any apparent contradictions between new legislation or
other decisions of the General Assembly and standing legislation to the next meeting of
the General Assembly.

8.1.4 The Control Board shall control if the Executive Board:
   I. Carries out the decisions of the former General Assemblies
   II. Acts according to the Constitution and the By-laws
   III. Evaluates the quality of the work delivered by each Executive Board and present this
evaluation during the General Assembly at the World Congress

   In relation to the Executive Board, the Control Board shall:

   IV. Ensure that the Executive Board remains compliant with the IAAS Global Strategy

   V. Overview the main activities of the Executive Board and assess performance of the
   Executive Board, based on stated targets for the year which are included in the
   Executive Board year plan

   VI. Give strategic advice based on their assessment of the Executive Committee’s
   performance and results

   VII. Advise and guide the Executive Board on the Executive Board team structure

   VIII. Provide guidance, referrals, and recommendations, in order to increase IAAS’s
   network in a sustainable way

   IX. Track the development and execution of the EB external communication strategy and
   overall communication plan

8.1.5 The Control Board shall examine the bookkeeping, fundraising and the budget presented by
the Vice-President of Finance, and advise major investments and exceptional expenditure. This
examination shall also include accounts relating to any special fund or project
established by the association.

8.1.6 The Control Board shall regularly examine correspondence of the Executive Board, as well
as examine and report all publications of the Association and the frequencies of
appearance.

8.1.7 In relations with the Members the Control Board shall:
   I. Examine the credentials of the delegations at the General Assembly.
   II. Conduct a membership review when requested by the General Assembly.
   III. Examine and recommend whether a Member with Frozen Status can be granted its
   previous status by the General Assembly.

   IV. Examine and recommend the applications for new Candidate- and Full Members.
V. Reporting to General Assembly on EB's performance and presenting recommendations as necessary.

VI. Ensure the General Assembly has a clear understanding of the Control Board's role.

8.1.8 The Control Board shall be responsible for the contract of the Executive Board.

8.1.9 The Control Board shall present a report on its activities to the General Assembly and the Director’s Meetings.

8.2.0 The Control Board shall moderate the Executive Board meetings.

8.2.1 The Control Board shall convene to provide input and feedback to IAAS International and to support it in increasing the results and performance of the organisation.

8.2.2 The Control Board’s role is:

(a) To provide input and advice on major areas of activity and development of the association

(b) To provide specialized support in certain areas

**Article 8.2 Duties of the Head of the Control Board**

a) Is the Chairperson of the CB for that year.
b) Responsible for the fulfilling of CB tasks.
c) Set the timeline and oversee CB activities and projects
d) Organize, set the agenda and chair monthly CB meetings.
e) Responsible for good communication between the EB and CB

Ensure assistance of the EB in any capacity when necessary.

Ensure the transparency of the work of the EB.

Ensure that Assemblies on the World Congress and the Directors Meetings take place according to the Constitution and By-Laws.

**Article 8.3 Duties of the Finance Officer of the Control Board**

- Responsible to support and control all financial related matters.
- Examine the bookkeeping, taxes, Development Fund and the budget presented by the Vice President of Finance and advise major investments and exceptional expenditure. This examination shall also include accounts relating to any special fund or project established by the association.
Article 8.4 Duties of the Membership Officer of the Control Board

- Conduct a Membership review for the World Congress and whenever needed.
- Examine and recommend whether a Member with Frozen Status can be granted its previous status by the General Assembly.
- Examine and recommend the applications for new Candidate and Full Members.