Coordinating Board Member - Family & Peer Support

a) Coordinating Board Members serve in capacity of: Family & Peer Support
b) Organize regular professional or social gatherings (coffee mornings, talks, excursions etc), when possible invites a speaker from the UN system or outside the UN to address members;
c) Responsible for updating and sharing the “Welcome Information Pack” containing critical information to assisting newly-arrived spouses and partners settle into Nairobi;
d) Research and share information about local activities and events in the weekly Weekend Buzz email to members;
e) Promote UNKLESA through UNON events and activities in the complex;
f) Coordinating Board Members shall maintain and monitor working group plans, working group schedules, budgets and expenditures which shall be approved by a board majority;
g) Coordinating Board Members must organize, attended and participate in working group meetings;
h) Coordinating Board Members shall document and follow up on important actions and decisions from working group meetings;
i) Coordinating Board Members shall chair and facilitate working group meetings where appropriate and distribute minutes to all group members and Board Members;
j) Coordinating Board Members shall create an annual calendar for fulfilling each goal and objective;
k) Coordinating Board Members are assigned to any other responsibility from time to time as need arises by the Chair and Secretary of the Board;
l) Coordinating Board Members must give a resignation letter 14 days in advance and prepare a handover report before resigning post;
m) Coordinating Board Members are required to attend all Board meetings; Should they be unable to attend they need to provide 48 hours’ notice unless in case of an emergency;
n) The Board may remove Coordinating Board Members by two-thirds (2/3) majority, at any regular or special meeting of the Board, provided that a statement of reason or reasons have been provided in writing.