Coordinating Board Member - Training & Development

a) Coordinating Board Members serve in capacity of: Training and Development
b) Create training to develop the professional and personal skills and knowledge of UNKLESA’s members;
c) Compile a list of useful websites that members can access for self-study to help develop skills and knowledge in a wide field of UN and non-UN topics;
d) Partner with UNON to develop mutually beneficial training strategies (i.e. Training UNKLESA members to provide services to UNON);
e) Coordinating Board Members shall maintain and monitor working group plans, working group schedules, budgets and expenditures which shall be approved by a board majority;
f) Coordinating Board Members must organize, attended and participate in working group meetings;
g) Coordinating Board Members shall document and follow up on important actions and decisions from working group meetings;
h) Coordinating Board Members shall chair and facilitate working group meetings where appropriate and distribute minutes to all group members and Board Members;
i) Coordinating Board Members shall create an annual calendar for fulfilling each goal and objective;
j) Coordinating Board Members are assigned to any other responsibility from time to time as need arises by the Chair and Secretary of the Board;
k) Coordinating Board Members must give a resignation letter 14 days in advance and prepare a handover report before resigning post;
l) 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;
m) 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.