



ICVA BOARD HUMAN RESOURCES FOCAL POINT Role Description

Revision May 2015. Approved as part of Staff Rules and Regulations at ICVA Board meeting 5-6. October 2017. Revision July 2018. Revised ICVA Board meeting 3 March 2021. Revised at the 20-22 November 2023 Board meeting.

Position Background and Objectives:

On behalf of the Board, one board member assumes the specific responsibility to act as the focal point for members of staff from the ICVA Secretariat on human resources related issues. This specific role is in addition to the Board member's regular responsibilities.

The Executive Director is responsible for the successful leadership and management of the organisation and its staff. The Executive Director oversees the work of staff. The Executive coordinates the administrative functions for human resource management.

The Board HR Focal Point offers advice and support on matters relating to human resources in particular on strategic staffing plans, benefits, training and development, budget, and labour.

The HR Focal Point has a specific responsibility with regards to the *Procedure for Dealing with Offensive, Harassing, and Discriminatory Behaviour*, to the Staff Rules & Regulations and *Code of Conduct in relation to Sexual Abuse and Exploitation*.

Responsibilities:

- Support the Executive Director in key human resources related matters at his/her request, including the interviewing and hiring of senior ICVA staff; reviewing staff policies; and other human resources issues.
- Act as a focal point for ICVA staff members in accordance with the *Procedure for Dealing with Offensive, Harassing, and Discriminatory Behaviour* and *Code of Conduct in relation to Sexual Abuse and Exploitation*. The HR Focal Point does not have responsibility to resolve matters brought to his/her attention but rather serves as a liaison and conduit for engaging the appropriate parties such as the Executive Director and the Board Chair, or the full Board.
- The HR Focal Point should ensure confidentiality of the contact(s) with ICVA staff and information brought to his/her attention and protect the privacy of all individuals as appropriate. The HR Focal Point may choose to inform the Executive Director that s/he has received a staff complaint in accordance with ICVA safeguarding procedures;
- The HR Focal Point should remind staff members who bring information to his/her attention of their responsibility to explain their expectations with regards to follow up on the information. This follow up could include actions such as the HR Focal Point referring the information to the Chair, or by dealing with it in another appropriate manner, as agreed between the HR Focal Point and staff member.
- The HR Focal point is a permanent member of ICVA Finance and Administration Committee.

Requirements:

- The Focal Point should, preferably, be Geneva-based in order to facilitate contacts with ICVA Secretariat staff members based primarily in Geneva.
- S/He should have experience in a management position, including human resources management, or have a specific background or experience in human resources.



Term:

- S/He serves for the duration of the Board (i.e. three years) and should be appointed by the Board at its first session of the Board's three- year term.

Time Commitment:

- *The regular schedule of Board meetings includes two in person meetings normally held in Geneva, and two online meetings in between the in-person meetings.*
- HR focal point is part of the F&A committee - which meets at least four times a year online.
- Availability for staff

Resignation / Removal:

- The HR Focal point may resign at any time by submitting a written declaration to the Chair specifying when the resignation shall take effect.
- If the HR Focal point position becomes vacant, Board members will elect from among the other board members a person to fill the HR Focal Point position.
- Board members may be removed by the General Assembly for just cause.

Review:

Periodically (e.g. once every three years), the Board reviews the Human Resources Focal Point description, in consultation with the Secretariat.