

**FIGT Logistics Director**

**Role Description**

**The FIGT Mission**

Families in Global Transition (FIGT) is a caring community for the globally mobile where curiosity, connection, and collaboration happen.

**Overview**

The Logistics Director is responsible for providing a hub of logistical support to all events within the FIGT community, and coordinating a team to provide this support. This includes responsibility for the logistical aspects of FIGT conferences (virtual, hybrid, or in-person) as well as providing support to FIGT members coordinating other events.

Logistical oversight of FIGT conferences will include coordination with the Treasurer as well as the Program, Development, Scholarship, Affiliates, and Communications Directors to ensure that FIGT’s broader goals for events are reached.

**Top Responsibilities and Tasks**

* Prepare for and attend monthly FIGT Board meetings
* Oversee Logistics Committee (see below)
* Prepare for and oversee logistics for FIGT Conferences (see below)
* Coordinate and oversee logistical support to other FIGT events
* Oversee logistics timeline with a two-year advance planning perspective

**Committee Coordination responsibilities**

* Work with Volunteer Program Director to recruit appropriate volunteers
* Train and support volunteers throughout their time on the Logistics Committee
* Oversee committee’s tasks and responsibilities:
  + Provide logistics support for FIGT Conferences
  + Provide logistics support for FIGT member-coordinated events
  + Provide tech support to the FIGT Board
  + Provide tech support to the FIGT community
  + Create technical FAQ materials (with both words and images)
  + Research available tools and build awareness in the community

**FIGT Conference responsibilities**

* Coordinate the Conference Pod committee (arrange meetings, make recordings available)
* Participate in the Conference Pod
  + with the Pod, provide advice to the Executive Committee on dates and location/platform for annual conferences
  + advise on selection of venue/virtual platform
  + ensure all aspects of conference plans are well-supported logistically
  + liaise with Treasurer in making and meeting the conference budget
* Ensure that details of logistics plans are clear and carried out, including any required materials (software, ordering/shipping etc. as needed)
* Ensure technical set-up and management of the event – whether in-person venue, or virtual platform (both back end and front end)
* Be the contact person for all conference logistics questions, including with all vendors

**Time Requirement**

Numbers below indicate how much time is spent each month on Logistics duties based on involvement in projects and supporting Board members. This does not include the amount of time taken to participate in general monthly Board meetings and the additional time the Director might volunteer to help others’ work on the Board.

**Please note:** the time invested in this role may increase/decrease depending on the strategy and needs for each year and when the annual conference takes place. All Directors are expected to participate in the monthly 2-hour Board meetings (may require late or early morning calls).

**Time Requirement (in hours per month)**

| Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 15 | 15 | 30 | 30 | 30 | 30 | 15 | 15 | 15 | 15 | 15 | 15 |

“Off season” = 8 months per year ( if the conference is in April this means June-December)

* Approximately 5 hours per month of meetings during + 10 hrs month admin/record keeping, etc. = 15 hours/mth
* 5 days for a site visit for an in-person conference (max to include travel)

“Busy season” = 4 months per year (if the conference is in April this means January - May)

* Approximately 10 hours per month of meetings during + 20 hrs month admin/record keeping, etc. = 30 hours/mth
* During conference week = one full week (to include travel to venue, etc.)

Full term of office will commence on October 1, 2023 and end on September 30, 2025. We request that you are available from August onwards to start the onboarding process.

**Critical Skills and Experience**

All Directors are expected to be able to use Google Drive and work in virtual environments, and be prepared to learn to use other online platforms if needed.. They are also expected to be able to help promote and network for the FIGT conference and FIGT membership, even if it is not a stated part of their role description.

* Ability to work with different Directors and people planning the conference
* Ability to coordinate vast amounts of information and delegate tasks appropriately
* Ability to understand and work across cultural differences
* Ability to work with individuals from different time zones, including during weekends
* Interpersonal skills with cross-cultural sensitivity
* Team leadership skills; management experience helpful
* An eye for detail and organization
* Ability to handle time-sensitive materials and FIGT payment streams (if applicable)
* Comfortable with conflict; strong conflict-resolution skills, patience, diplomacy
* Strong understanding of FIGT mission/goals

**General Responsibilities & Requirements for all Board Directors**

* Must be a current FIGT member.
* Must have demonstrated commitment to and an understanding of FIGT through attending a previous conference, volunteering on a committee, or attendance at other FIGT events.
* Ability to commit up to 30 hours of volunteer work for the Board role.
* Attend the monthly virtual General Board Meetings. The General Board Meetings take place once a month and are two hours long. Meetings are across time zones and may require working at irregular and sometimes difficult hours. If needs arise, there may be more than one each month.
* Attend the 2024 and 2025 Conferences, including the Board meetings which take place the day before and the day after the conference. Since FIGT is a volunteer-driven organization, it can only cover the conference registration fee for its Board members. Board members pay for travel to/from conference and accommodation at the conference (in-person conferences).
* Prior experience managing cross-cultural teams in diverse locations.
* Prior experience and demonstrated skills working online using collaborative platforms such as Google Drive, Zoom, WhatsApp, and Doodle.
* Available for on-boarding training during August and September of the year in which the board member’s (Logistics Director) term ends in order to ensure smooth transition to incoming Logistics Director (including attending the September General Board Meeting, meeting with predecessor, chairing a committee meeting (if applicable), and meeting with Executive Committee members to whom the position reports. (FIGT President)