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**FIGT Vice President**

**Role Description**

**The FIGT Mission**

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

**Role Overview**

The Vice President supports the President, providing additional oversight of FIGT. He/she supports the development of new strategic partnerships mutually beneficial to the

organization through outreach at industry conferences and events, collaborating across FIGT committees on a range of projects as needed. The Vice President is a member of the Executive Committee.

**Top responsibilities and Tasks**

* As member of the Executive Committee, manages the organization, oversees the finances and co-manages the FIGT Operations Lead.
* Oversees the Research and Education Director.
* Oversees the Affiliates/Community Director.
* Contributes to the strategic direction of the Organization and serves as expert on bylaws and processes.
* Supports the President in various aspects of the leadership of the Organization.
* Actively develops new strategic relationships with other organizations and provides strategic vision on how to grow the organization.
* Works closely with the Membership Director and Development Director to develop a global community.
* Maintains and develops the FIGT Board Member Best Practice Guide.
* Prepares for and attends monthly ExCom meetings.
* Prepares for and attends monthly FIGT board meetings. Chairs the board meeting when the President is unable to attend.
* Follows up with FIGT board directors under his/her supervision each month.

**Time Requirement**

* Numbers below indicate how much time is spent each month on Vice Presidentduties 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. Vice-President is expected to participate in the monthly 2-hour Board meetings and 2-hour ExCom 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 | 20 | 20 | 20 | 20 | 20 | 10 | 10 | 10 | 10 | 15 | 15 |

* 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.

**Top Skills/Experience**

All Board Members are expected to be able to use Google Drive and work in virtual environments. 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.

* Strong communication skills; organizational skills
* Leadership skills and management skills
* Analytical, strategic thinking skills. Vision.
* Partnership-building skills
* Interpersonal skills with cross-cultural sensitivity
* Ability to work with individuals from different time zones, including during weekends
* 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 to a maximum of 20 hours every month 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 (Vice President) term ends in order to ensure smooth transition to incoming Vice President (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).