

# Affiliate Committee Member

- This is a volunteer position.
- Be part of a fun and committed team of volunteers who are passionate about the well-being and experiences of cross-cultural individuals and their families.

## About The Role and FIGT

Families in Global Transition is a welcoming forum for globally mobile, individuals, families, and those working with them. We promote cross-sector connections for sharing research and developing best practices that support the growth, success and well-being of people crossing cultures around the world.

The purpose of FIGT affiliates is to carry forward the global mission of promoting cross-sector connections for sharing research and developing best practices that support the growth, success, and well-being of people crossing cultures across the world.

The Affiliates are organized to better serve people and organizations living and operating in a specific city, region, or country, or around a specific topic of interest, such as international education. All FIGT Affiliates must adhere to the common mission, vision, and core beliefs of FIGT.

As an Affiliate Committee Member you are responsible for supporting the Affiliate Leaders in your region, the three regions are Europe, Americas, Asia Pacific. Virtual or Special Interest Affiliates will connect within the regions the leaders are based.

## Responsibilities

- Attend regular Affiliate Team meetings as required and where necessary roll out communications to affiliates within your region
- Host a monthly group meeting with the affiliate leaders within your region to support developing an understanding of the affiliates, the events planned as well as challenges and opportunities each affiliate faces (bringing affiliates together will also encourage peer support)
- Where appropriate update Affiliate Director prior to board meetings to ensure any issues are raised at board level
- Provide additional support to the affiliate leaders as required including supporting affiliates in use of the Affiliate Communications Toolkit and other resources as required
- Send out annual request for affiliate reports End of November for completion by End Of January using a shared template
- Collate, summarise and highlight action points from annual affiliate reports and follow up with support as necessary in the monthly meetings

## Skills/Experience

- Solid working knowledge of GMail and associated applications
- Solid working knowledge of Zoom, setting up and attending meetings
- Ability to communicate with people at all levels, from different backgrounds
- Ability to offer guidance and support to others

## Reporting

This position reports to the Affiliates Director

## Estimated Volunteer Hours

Hours required for the role may vary, however it is estimated that it involved 3-4 hours per month.