



ICVA BOARD HUMAN RESOURCES FOCAL POINT Role Description

*Revision May 2015. Approved as part of Staff Rules and Regulations at ICVA Board meeting 5 October 201. 7
Revision July 2018. Revision at approved Board meeting 2 March 2021. Revised at the 20-22 November 2023
Board meeting. Revised November 2024.*

Position Background and Objectives

On behalf of the Board, one board member will bring HR expertise to the Board to help guide and support on matters relating to human resources in particular on strategic staffing plans, benefits, training and development, budget, and labour issues.

They will help the other Board members ensure they can fulfill the Board responsibility as pertains to strategy, policy and risk on HR issues and support the executive team, as needed or requested, in their execution.

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.

While bringing specific HR expertise to this Board, this Board members acts as a full member of the Board, deliberating on other matters in accordance with the Governance Manual and Statutes.

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:

- S/He should have experience in a management position, including human resources management, or have a specific background or experience in human resources.
- The ideal candidate would be linked into HR networks and have previous Board experience.



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.