



# Role Description

## International Committee: Pen-Pal Coordinator

### Role Purpose

To support SCOUTS South Africa in promoting international correspondence as a means to create an international experience to promote global unity and understanding by way of international correspondence, both written and digital, and to educate SSA members in fostering high-quality international friendships.

### Functions

1. Dealing with the review and approval of Scout correspondents by confirming membership of international Scout members requesting pen pals.
2. Developing and creating awareness amongst SSA members of correspondence opportunities.
3. Fostering correspondence links between members of SSA and those of other NSOs.
4. Optimising the pen pal experience through the development of educational material exploring aspects of culture, tradition, language and customs.
5. Any other international Liaison related task that may be reasonably delegated by the Chair: International Committee.

### Accountability & Reporting Structure

Report to	Chair: International Committee
Peers	International Committee members
Manages	N/A
Supports	Chief Commissioner CEO

### Delegated Power

1. The confirmation of good standing of membership of individuals.

### Period of Appointment

3 year appointment which can be renewed for a further 2 years.

### Appointment Procedure

1. The National office will call for applications for the role from members of SSA.
2. Applications will be reviewed by the Chair: International Committee for suitability for the role.
3. The suitable applicants will be interviewed by the Chair: International Committee and minimum one other.
4. The successful applicant will be appointed into the role.

### Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for: