

Chapter Roles and Responsibilities

JB Advisor

1. Attend Chapter board meetings as necessary to report on Junior Branch activities, in conjunction with JB youth representatives. Attend the Annual Meeting & Conference/CISV In Motion held each October, if possible.
2. Meet regularly with JB youth representatives. Work together with them to plan the yearly calendar. Publish the calendar and distribute to membership. Assist in the planning and execution of all events. Provide the Chapter president with advance copies of any printed materials.
3. Provide information on events to the Chapter newsletter editor ahead of newsletter deadlines. Produce flyers or notices to publicize events. When emailing flyers, contact the corresponding secretary for email addresses.
4. Work with the JB youth representatives and the community service liaison in planning appropriate community service opportunities, fundraisers for communities-in-need, etc. Communicate with the Chapter president about these activities.
5. Ensure that arrangements are made for food, drinks, tables, set-up, etc. before all activities and events. Alcoholic beverages and smoking are prohibited for all participants at all Junior Branch activities and events. Arrange for any supplies needed for any project being undertaken.
6. In conjunction with JB youth representatives, confirm event or activity location with the facilities manager in writing. Pay any rental fees. When necessary, arrange for a Certificate of Insurance, in conjunction with the Chapter insurance chair/Risk Manager.
7. Ensure that all Junior Branch events and activities are appropriately chaperoned.
8. Keep all receipts and turn them in to the treasurer for reimbursement. CISV is a non-profit organization, so always use the sales tax number when purchases are made. No taxes will be reimbursed.
9. Following events and activities, when appropriate, and in conjunction with the JB youth representatives, send thank you notes to donors, facilities managers, etc.
10. Work with other chairs in the Chapter, such as the community service liaison, the Mosaic chair, and the fundraising chair to involve the Junior Branch in Chapter activities.
11. Keep copies of flyers, letters, and other information in a binder or electronic file to pass on to future JB advisors.