



FSC Regional Membership Coordinators

FSC-DT- V1.0- EN

1. Title:

Terms of Reference for the FSC Regional Membership Coordinators

2. Purpose:

To support the preparation process for the upcoming General Assembly (GA), by helping to keep members informed, supporting/facilitating the motions development process, and galvanizing cross-chamber dialogue. This is intended to enable membership input to GA discussions and decisions, including through the development of well thought through, relevant, aligned and appropriate motions for consideration at the General Assembly.

3. Tasks and Responsibilities:

Coordination activities:

- 3.1. Development together with the Regional Directors, of a work plan to be shared with the other coordinators and aligned with the work plans of the FSC International Secretariat.
- 3.2. Coordination of membership engagement within and across all Chambers in 'their' respective region, towards and at the GA.
- 3.3. Coordination as appropriate with Regional Directors, The GA Motions Committee, FSC International BoD members, and the Secretariat, and as applicable
- 3.4. Cross-regional coordination amongst Regional Membership Coordinators.

Communication and Training activities:

- 3.5. Communication with members from all chambers in the region (in chamber or cross-chamber groupings), providing:
 - 3.5.1. Updates on the overall GA preparation process, including the governance Review Phase 2, the update of the Global Strategic Plan and motions development.
 - 3.5.2. Facilitation of motions development with special focus on the key elements of the Global Strategic Plan and the quality of the motions (not quantity).
 - 3.5.3. Sharing news of motions being submitted within and across regions, and by the various specialist groups with a board mandate to work on motions development (e.g. Solutions Forums and Working Groups) and identification of overlaps and conflicts amongst the motions.
 - 3.5.4. Work already under way as part of the Global Strategic Plan or the implementation of previous motions, enabling members in the region to provide input to the specific working teams, reducing the need for additional GA motions.
 - 3.5.5. Interpretation of the thinking and intent behind the motions being submitted.
- 3.6. Informing and training members in the region on GA processes as necessary, providing specific guidance in the process of motions development, submission, prioritization and presentation at the GA.

- 3.7. Supporting the work of the Motions Committee by providing the following assistance as requested:
 - 3.7.1. Direct advice to individual Proposers of motions to ensure that the language, intentions and consequences of each motion are clear. Note that coordinators are required to help with these clarifications in an unbiased way even if they do not personally support the motion.
 - 3.7.2. Promoting communication among Proposers of similar motions to ensure coordination and potential merging.
 - 3.7.3. Providing guidance on whether a motion proposal would be handled more effectively by including it in other motions or relevant ongoing processes such as the Update of the Global Strategic Plan.
 - 3.7.4. Providing feedback after the GA to Motion proposers on why certain motions were successful, unsuccessful, or not prioritised

Other activities:

- 3.8. Attending a Regional Membership Coordinators induction event as scheduled.
- 3.9. Attending FSC global or regional meetings and other events relevant to GA preparations.
- 3.10. Preparation of a final report, after the GA.

4. Selection of the FSC Regional Membership Coordinators:

A call for application (supported by Curricula Vitae) will be launched to identify suitable candidates.

The FSC Regional Membership Coordinators will be selected and approved by the FSC Board of Directors based on advice from the FSC Board Governance Committee.

Required profile and qualifications include:

- 4.1. Recognized competence, proactivity, language skills, discretion and empathy to work across FSC chambers and international membership in a specific region.
- 4.2. Reliability as perceived by members across the three chambers in the region. The Coordinators must be trusted to give impartial and independent advice regarding the wording and intention of motions, both for motion submission or further regional analysis. As part of this independence, Regional Membership Coordinators are specifically directed not to pursue their own or partial agendas during the motions development or other coordination activities. Their responsibility is to ensure that motions presented are clear, thought through, aligned, and coherent – even if they don't agree with them.
- 4.3. Up-to-date knowledge and experience of FSC structures, culture and processes, including GA and chamber / sub-chamber functioning.
- 4.4. Fluent language skills to cover the respective region as well as English for cross-regional interaction and reporting purposes.
- 4.5. Sufficient time commitment for all required coordination activities, currently estimated at a minimum of 5 days per month over a 12-months period.

4.6. Membership of FSC is not a requirement, but the board will strive for equal representation of perspectives from each chamber in the group of Regional Membership Coordinators. While being a Regional Membership Coordinator, the person cannot be the designated representative of an organization that is a member of FSC. In case the coordinator is an international or national individual member, he/she will be required to put his/her membership on hold in order to ensure full chamber impartiality.

5. Success criteria / Deliverables:

- 5.1. Regional Membership Coordinator performance shall be measured by:
- 5.1.1. The efforts and ability to actively engage the regional members in GA preparation activities.
 - 5.1.2. Motion quality (not quantity) and compliance with the required formats, rules and clarity in language, intention and consequences.
 - 5.1.3. The ability to coordinate across members and regions to streamline and bring together similar motions.
 - 5.1.4. The efforts and ability to effectively channel any positive input or ideas around the FSC Global Strategic Plan to the respective working groups or topic-owners, thus helping to reduce the pressure and number of developed motions.

6. Membership / Liaison:

Regional Membership Coordinators will liaise with (i) the Motions Committee, (ii) one or more board members assigned by the board to interact with focus on specific regions, (iii) responsible staff from the Secretariat and regional offices, and (iv) amongst themselves as Regional Membership Coordinators, and (v) 'their' Regional Director.

7. Language:

The working language is:

- English for the overall coordination amongst all Regional Membership Coordinators, and
- The most common working language in the region (Spanish for Latin America, bilingual French and English for Africa).

All motions will be available in at least the two official FSC languages, English and Spanish.

8. Confidentiality and conflict of interest:

The FSC Regional Membership Coordinators shall sign a confidentiality and non-disclosure agreement and are expected to declare any conflicts of interest, where they arise.

9. Reporting lines

The FSC Regional Membership Coordinators shall report to the FSC International Membership Director, who will ensure that the liaison with designated international board members works (see item 6 above).

10. Starting Date

The appointment will start on 01.09.2019 or as soon as possible thereafter and end with the delivery of a final report by the end of 2020.

11. Remuneration/stipends, travels and subsidies

FSC will pay a modest, negotiable fee for the work of each of the regional member coordinators.

In addition, FSC will cover reasonable travel and accommodation expenses related to the work plan upon submission of the respective invoices and receipts, and if expenses are agreed upon in advance

FSC will also subsidize the participation at the GA 2020 (travel, accommodation and registration fee)