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**CSA Steering Committee 2.0**

**Terms of Reference, Requirements and Duties for Incoming Regional Representatives**

1. **Introduction**

This document seeks to guide the CSA Steering Committee 2.0 in their activities:

* 1. **Composition**

Fully constituted, the CSA Steering Committee 2.0, which took office as of September 2015 consists of:

1. Chairperson
2. Vice Chairperson, Democracy and Participation
3. Vice Chairperson, Advocacy and Partnerships
4. Regional Representative – Africa & Europe
5. Regional Representative - Asia
6. Regional Representative - Caribbean & the Americas
7. Regional Representative - Pacific

It shall also incorporate the following persons on *ex-officio* basis:

1. Outgoing Chairperson
2. Representative from Commonwealth Secretariat
   1. **Overall Terms of Reference**

The following document refers to the Terms of Reference of the CSA Steering Committee 2.0

1. Develop strategic direction of the Commonwealth Student Association, in continuation with the Strategic Plan developed by the Steering Committee 2012-2015.
2. Develop and draft policy and procedures of the Commonwealth Student Association to be approved by CSA Congress.
3. Working with the Commonwealth Secretariat, facilitate the ratification of the CSA Constitution (2015)
4. Working with the Commonwealth Secretariat, facilitate the election of a CSA Executive Committee.
5. Represent the Commonwealth Students’ Association at national, regional and international meetings.
6. Identify partners and develop partnership plans in accordance to the CSA’s purposes, values and principles.
7. To identify and develop any required services for CSA’s members.
8. Produce quarterly status reports for students in the Commonwealth
9. In consultation with students in the Commonwealth, identify and develop a campaign on a specific theme or for a specific cause.
10. Develop a sustainability and fund raising plan.
11. Develop content for the Commonwealth Students’ Association website and other communication platforms.
12. Provide general correspondence for the Commonwealth Student Association.
13. Convene the next CSA Congress, which shall take place no more than 40 months after the Inaugural CSA Congress.

**1.3 Duration of Office**

The Steering Committee assumed office three months after date of election, at the Inagural CSA Congress in Nassau Bahamas, i.e, September 25th, 2015, and shall be in office until the next CSA Congress.

Subsequent incoming members of the Steering Committee shall assume office immediately after the selection process has been completed and the results have been officially announced.

**1.4 Meeting Schedule**

Members are to meet virtually at least once every month and at least once physically during their term in office.

**2.O CSA Regional Representatives**

**2.1.1 Overall Purpose**

CSA Regional Representatives support the overall governance of the CSA in their respective regions, which are: Africa & Europe; Asia; Caribbean & Americas and the Pacific. She/he is accountable to the CSA Congress as is the official liaison between the CSA and their region. The Regional representative is an advocate for young people in the Commonwealth; must be a committed advocate and ‘ambassador’ for the Association in the region and must be willing to support national youth Associations/bodies. The Representative will coordinate and promote the work of the Association at the regional level.

**2.1.2 Qualification/skill/experience**

The regional representative is an experienced youth leader with good organizational skills. The Regional Representatives should have a good knowledge and understanding of the youth development issues, policy and development organizations in their regions.

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| Cluster | Competency | Definition |
| INTER-PERSONAL | Working with Others | Develops productive relationships with others, respecting cultural diversity |
| Communication | Expresses information clearly and effectively; listens actively; correctly interprets messages and responds appropriately ensuring communication is tailored for the audience and reaches the appropriate stakeholders |
| Leadership & Development | Provides and communicates a clear vision, purpose and direction; serves as a role model; proactively develops strategies to achieve objectives. Empowers others to translate vision into results. Is decisive, shows courage to take unpopular stances and drives for change and improvement. Supports own and others’ development. |
| EXPERTISE | Planning & Analysis | Organizes and prioritizes tasks effectively, whilst monitoring performance against deadlines and milestones; interpreting relevant information effectively in the resolution of a range of issues |
| Developing & Applying Professional Expertise | Seeks to proactively develop own expertise, effectively applying knowledge to a range of issues |
| Managing Resources | Effectively identifies, deploys and directs resources, such as people or budget inter alia, in order to meet objectives/results |
| PRINCIPLES & VALUES | Accountability | Takes ownership of all responsibilities and honors commitment, delivers output for which one has responsibility within prescribed time, cost and quality standards. |
| Respect for Diversity | Building respect, tolerance and understanding of diversity amongst all staff in dealing with clients, external parties and other stakeholders. |
| Adhering to Principles & Values | Operates in line with the values and principles of the Commonwealth, striving to support the Commonwealth in pursuit of its aims |
| DRIVE | Decision Making | Objectively assesses available information, making effective decisions in relation to a variety of issues and taking ownership for them |
| Adapting & Innovating | Creates and develops pioneering process, strategy and/or solutions, adapting to changing circumstances and demonstrates flexibility where appropriate. |
| Leadership & Development (strategic) | Leadership & Development falls under Drive and Interpersonal Clusters. See the Interpersonal Cluster for description. |

**2.1.3 Main Duties**

The main duties of the Regional representative are to:

1. Be the advocate for young people in the region
2. Promote the CSA through formal and informal networks at regional level
3. Support the work of the CSA in achieving its objectives outlined in the Strategic Plan
4. Prepare for and attend Steering Committee meetings
5. Plan and conduct regional meetings
6. Ensure proper information for the members in the region
7. Ensure that all the members organizations in the region are involved in the work of the CSA
8. Prepare regional reports and updates to the Steering Committee
9. Represent the Association to the national youth organizations, governments, regional bodies, etc.
10. Promote intra- regional networks with other and Non-Governmental Organizations
11. Work with national youth bodies to expand CSA programmes in the countries in the region
12. Build a closer relationship with governments, donors, Civil society organizations and other stakeholders in the region
13. Support advocacy, lobbying and mainstreaming for youth development work within region.
14. Represent the CSA at national/regional events
15. Collate information from membersand prepare/update a data base of membership organization in the region.

**2.1.4 Time Commitment**

The Regional Representative should allow a minimum of 20 hours per week in order to successfully execute his/her duties.