

Friends of Eswatini - Job Duties by Position

President/Group Leader

- The Group Leader presides at meetings, develops the meeting agenda, and is responsible for the general organization and management of the group.
- In the absence of officers or board members able to take on these duties, the Group Leader may also function as Secretary and National Peace Corps Association (NPCA) Liaison.

Vice President/President Elect (vacant)

- This officer steps in to lead the group should the Group Leader/President not be able to fulfill the duties for a period of time. S/he may also take responsibility for leadership of specific group activities or tasks. This position is considered a training position for the person who will step into the Group Leader/President position next.
- In the absence of officers or board members able to take on these duties, s/he may also function as the Membership Coordinator and NPCA Liaison.

Treasurer

- The Treasurer is in charge of the FoE bank and PayPal accounts, assures deposit of membership or donation payments, pays bills, and reports those transactions to the membership, NPCA, and the IRS (depending upon the group's needs). The Treasurer prepares a report of the financial condition of FoE in advance of Board meetings and also prepares the annual financial statement and posts it on the FoE Website.
- The Treasurer, working with the Project Funding Coordinator, initiates an annual fundraising drive. Upon approval by the Board, the Treasurer disburses funds in support of projects that benefit Eswatini.
- In the absence of officers or board members able to take on these duties, s/he may also function as the Membership Coordinator and Funding Coordinator

Secretary (vacant)

- The Secretary is the custodian of the paperwork related to the group. S/he posts copies of your legal documents (e.g., bylaws), goals, and other documents that describe the functions of the group on the FoE website. S/he also keeps records of meetings and decisions made by the group and posts these on the FoE website.

Project Funding Coordinator

- Reviews projects and funding proposals received by FoE to determine feasibility and makes recommendations on whether to provide funding. Identifies possible projects that will help the people of Eswatini.
- Compiles and keeps a current list of charitable organizations in Eswatini that have been sanctioned by FoE as worthy of donations.

- Follows-up with organizations that received FoE funds to ensure that projects have been completed (if a stand-alone project) and funding has been properly used, and posts photos and information about these projects on the FoE Website.

Membership Coordinator (vacant)

- The Membership Coordinator is in charge of growing FoE's membership by reaching out to RPCVs and others who have served or have an interest in helping the Swazi people. S/he is responsible for updating the membership database (currently maintained on NPCA's Silkstart platform), communicating membership data to NPCA (often in collaboration with the Financial Officer/Treasurer), and for sending out membership renewal notices (now an automated process using NPCA's Silkstart platform).
- The Membership Coordinator is also responsible for recruiting members to serve on the Board and as Officers of FoE, as well as serving as the head of the Nominating Committee for annual elections.

Webmaster

- This officer is responsible for overall administration of the FoE Website, currently on NPCA's Silkstart platform. In addition to the Webmaster, the Group Leader and Treasurer have administrative privileges allowing them to post information and manage the website.
- Advises on best available technologies to communicate with members and others interested in our mission.

NPCA Liaison (vacant)

- This officer is the main point of contact between FoE and NPCA. S/he subscribes to all NPCA communications (?) and is responsible for sharing NPCA updates with group leadership, coordinating engagement by the group in NPCA activities and communicating questions/concerns with NPCA staff.

Board Members

- Board members assist in guiding the group by providing input and ideas on the groups mission and activities.
- Attend Board meetings and recommend agenda items for discussion/action.
- Assist officers by assuming membership, NPCA liaison, communications and other duties as requested when vacancies in these positions occur.

Other Unfilled, but possible positions include:

- **Advocacy Coordinator** – This coordinator works with NPCA in advocacy issues promoting Peace Corps and international development. Coordinator would work closely with the NPCA Advocacy Director at advocacy@peacecorpsconnect.org.
- **Third Goal Coordinator** - Works to promote knowledge of Eswatini and its culture in the United States.

- **Social Events/Service Project Coordinator** - Plans social events, including annual meeting activities at the annual NPCA conferences and the Peace Corps Anniversary celebrations held every 5-years in Washington, D.C.
- **Mentoring Coordinator/Career Specialist** - Assists recently returned PCVs who have served in Eswatini readjust and find jobs and educational opportunities.
- **Newsletter Editor** - Prepares the group's newsletter containing information and activities of FoE, articles of interest about Eswatini and stories/news about Eswatini RPCVs.

Job Descriptions developed from NPCA Guidance in the Affiliate Group Toolkit by J. von Reyn and reviewed by Scott Lewis, May 2020. Roughly based on information in NPCA's [Resources for RPCV Groups](#)