

CALL FOR A STEP-IN FG MEMBER – SEPTEMBER 2019

Ready to join us?

The current Facilitation Group (FG) needs a new member. One of the **Facilitation Group** members had to **resign due to new projects that requires full-time attention**. Hence, we need one person to step in to fill this temporary gap; the other 7 FG members will be in charge of providing a smooth onboarding process, no worries! **We are looking for someone who would lead in the area of Fundraising activities**. The intention is not for individual FG members to work on particular areas alone, but to take responsibility for one or more particular areas, like in this case, for Fundraising. The work within each area is a collaboration among FG members, and within FA Working Groups, so you will not be left alone!

This information paper gives insight into what the current FG's work is about and explains the selection process of the Step-in FG member. After having read this call, are you interested to become a member of the FG? We sure hope so!

What is the FG about and its current role?

The role of the Facilitating Group (FG) is to manage the platform, support with administration and day-to-day decisions. The FG consists of 8 members. The current FG was composed of six activists (five women and one man) and one funder representative (one man). The funder representatives have no voting power and they are part of the FG only for one year, while the other FG members stay in the FG for two years, making sure each FG has continuity (old and new members always overlap in the composition of the FG, and get to work together).

As a member of the FG you support the general day-to-day coordination and administration of the platform which includes for example leading on at least one specific area of FundAction's work. Currently the FG has divided the following 9 areas of responsibility among its members: (1) communication and outreach, (2) fundraising and partnership management, (3) digital platform management, (4) financial administration and planning, (5) legal affairs, (6) event organisation and planning, (7) community engagement, (8.) evaluation and impact assessment, and (9) overall coordination. It is an open and participatory space where new elements and concepts are created continuously and in consultation with the FA members. As an FG member you support the strategic direction of FundAction, which means you participate in decision-making, flesh out the participatory grantmaking design and contribute with your ideas.

Your Commitment

Time-wise the commitment for FG members is two days, or 16 hours, per month. The work can be carried out on a flexible basis, to allow for peoples different schedules. However, the current FG members have committed themselves to 90 minute calls (Zoom) once a week, where attendance is a 'must'. We also communicate via the online tool Slack for day-to-day updates or documentation of our work, and use Whatsapp group for urgent cases and for taking quick decisions.

Since the member who left was selected in the call for FG Renewal in 2018, your commitment in FG will be until the end of the term of the person being replaced. It means you will be a part of this body until the Assembly 2020. Of course, if you want to join the FG again, you are welcome to apply during the regular selection call.

How will your contribution be compensated?

To recognise the commitment and the contribution that FundAction FG members are making towards running and developing FA, each FG member (who is not a funder representative) is compensated with 500 Euro's per month.

Selection Process - propose yourself

We hope you consider stepping up to step-in! Here you can learn what the next steps are:

Timeline:

- Open call: launch 20 September
- Open for self-nomination: 20 September - 6 October (23.59 pm)
- Close reviewing by FG: 7 - 16 October
- Publish decision on the platform for double check : 16 - 22 October (23.59 pm)
- FG member confirmed: 23 October

Step 1: Propose yourself and fill in the form

Fill in the form available [here](#).

Profile on the platform: if your profile needs to be completed or updated, now is the time to do it!

Step 2: Selection

Facilitation Group members will review the different proposals and select the new member for the period between November 2019 - May 2020.

The step-in process:

- Trust and transparency as part of the general criteria;
- Having candidates with the required skills and availability;
- Respecting gender and geographical balance;

Step 3: Publish decision on the platform (phase 1)

The FG will communicate the final decision on the platform and open a comment period of one week for double checking the decision.

Step 4: Publish the final decision (phase 2)

The FG will review the inputs from members during the step 3 and announce the final results.

We hope that we gave you a good insight into the work of the FG and have encouraged you to go for it! We can only recommend to become a FG member as it is truly inspiring to be part of creating a platform which is unique in Europe and which for sure has the capacity to become a role model when it comes to participatory grantmaking! If you have any other questions, you can reach us at contact@fundaction.eu.