

Guidelines for International Coordinator (ICO)

The task of an International Coordinator is to maintain contact with Sister Clubs in the network of “Open Door” and to make sure that their Club Members are aware of this network so that should they be moving to or visiting a country or city where a Sister-Clubs exists, they have an immediate point of contact. The International Coordinator also keeps in contact with other Clubs through the exchange of Newsletters from time to time.

The website of “Open Door” is: <https://www.iwc-leipzig.com/open-door>.

In updating the files and the directory we noticed that several clubs have a Board Member performing the task of International Coordinator.

The function of International Coordinator in a club should preferably not be a board function. Not serving on the Board makes the ICO able to serve in this role for a longer time than a normal board function and in this way **granting continuity**.

It has happened in the past that we “lost” a club, because a board member had come to the end of her term and nobody had thought of informing “Open Door” about who continued to do the international part of her task.

Of course a Board Member (President or Vice President or Secretary) should have in her job description the responsibility in nominating a successor if somebody wishes to resign as International Coordinator.

As officers in the club change quite often it is of paramount importance that the contact email of the International Coordinator (ICO) will stay the same, thus providing continuity.

I would like to suggest that you create an email address like “President. Nameclub @gmail.com” or “Open Door.nameclub@gmail.com”, as many clubs have already done. This can be transferred easily to your successors and the account will at the same time serve as a kind of archive.

“Open Door” should thus best be treated as a Club activity rather than a Club function. Most activities, such as book discussion group, gardening group or museum group, have a Coordinator where there is no serving time-limit, unlike Board positions.

Of course there can be no guarantees that the Coordinator can stay in that position for a specific amount of time as we all lead very busy lives, however the main reason for having someone for the longer term is to provide continuity in communication for both her Club and the network.

Hopefully you all now understand the importance to have the continuity with the International Coordinator and that you can find someone in your Club who would be interested and willing to hold that position for the longer-term – perhaps a former President might be interested to take on this position?

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