

# Job Specification – SFS

## The Nomination Committee’s suggested profile for SFS Operations Auditors

This profile contains information about which personal traits, relevant experience, and other attributes that the SFS Nominations Committee feels are appropriate for a person applying to be a SFS Operations Auditor.

### Relevant Experience

As an Operations Auditor for SFS, experience from and knowledge of SFS as an organization are particularly important. It is advised to have previous experience from other organizations in order to have a wider perspective, and good understanding of the expectations.

### Knowledge and Skills

Those who wish to become an Operations Auditor for SFS need to be familiar with working with many types of governing documents, as well as have an understanding of how governing documents should be read and applied.

### Personal Traits

The work of the Operations Auditor for SFS is very analytical, as you will be inspecting governing documents. The results of your inspections and analysis of them need to be presented in a objective and critical way. The job also requires one to actively observe and ensure that all decisions are made in accordance with SFS’s governing documents. This position requires an active dialogue with the SFS Board of Directors. An Operations Auditor needs to be able to work in a careful and structured manner. One should be able to work independently, and take responsibility for their actions. It is important that one should have respect and integrity as there may sensitive issues that have to be dealt with.

### Scope of the Position

The Operations Auditors are invited to all of the meetings of the SFS Board of Directors, but is not required to attend. As an Operations Auditor you will be expected to be informed on the organizations operations and stay in contact with others in positions of trust. The position runs for one fiscal year, starting in July 2020. Nominees for this position are expected to attend SFS congress the 17-19th of April 2020.

### Merited Traits

In addition to the traits and experiences written above, it is merited if the nominee:

- Has previous experience auditing operations of an organization.
- Has previous experience within the field of association law, or interpreting statutes.
- Has previous experience working within a Union.