



Network Georgia

## **GLOBAL COMPACT NETWORK GEORGIA**

### **MANAGING HEAD**

#### *Terms of Reference*

#### **RESPONSIBILITIES OF GLOBAL COMPACT LOCAL NETWORK EXECUTIVE DIRECTOR**

The Global Compact Network Georgia Managing Head responsibilities include, but are not limited to:

- Representing the GCLN within the UN Global Compact as well as externally vis-à-vis companies, governments, media and others
- Reporting to the GCLN Board
- Executing the GCLN strategy and Work Plan
- Managing GCLN financial accounts and publishing an audited financial statement
- Executing participant communication strategy
- Maintaining communication with GCO
- Overseeing staff
- Managing UN Global Compact and Local Network integrity and brand
- Preparing in consultation with the Chair of the Board the agenda for meetings of the Board and meetings with the Network's participants
- Taking and presenting minutes of all meetings; and collecting and circulating any relevant information to the Board
- Ensuring full alignment with one of the business models that the GCLN has chosen (Global-Local or Revenue Sharing) and adopting necessary policies and procedures regarding membership categories, benefits and invoicing.
- Managing strategic partnerships

#### **QUALIFICATIONS OF GLOBAL COMPACT LOCAL NETWORK EXECUTIVE DIRECTOR**

The GCLN Managing Head has the following qualifications:

- Strong understanding of the UN Global Compact, its ten principles, and UN goals
- Strong communication and interpersonal skills
- Strong ties with the business community
- Experience in strategic planning and implementation
- Experience in project management
- Expertise and experience on business and sustainability
- Language: Georgian – native, English – proficient (written and spoken). Russian, French and /or Spanish would be an asset.