

I. **Vice-Chairperson:**

1) Will work along with the Chairperson, taking over chairing in case the Chairperson is not present for the following reasons or any;

- a) When requested by the Chairperson
- b) When the Chairperson is absent at the appointed time for the opening of the meeting.
- c) When the Chairperson is involved in the topic under discussion.
- d) when the Chairperson is removed through a “vote of no confidence”.

2) As well as coordinating the online voting process before and during the SCORA Plenary with the returning officers.

II. **Required qualifications:**

- 1. Past experience in plenaries even in National or international meetings.
- 2. Has attended at least 1 GA
- 3. Has adequate knowledge of plenary procedures and knows how to conduct the proceedings
- 4. Has sufficient leadership skills needed to coordinate the SCORA plenary and is a team player
- 5. Has the required motivation and availability to work and collaborate with the plenary team before, during, and after the SCORA plenary
- 6. Willing to work closely with the chairperson to ensure the plenary proceedings go on smoothly

• **Secretary:**

Coordinate and collaborate with the assistant secretaries in the allocation of writing detailed and comprehensible minutes of the SCORA plenary proceedings and additionally making a draft document of the same

• **Required qualifications:**

- 1. Good experience in minute-taking and basic paperwork management
- 2. Basic typing skills and Microsoft Office software
- 3. Fluent in spoken and written English
- 4. Organizational and administrative skills necessary to lead the secretariat.
- 5. Motivation & contribution towards how to make the SCORA plenaries more efficient

• **Assistant-Secretaries:**

Responsible for taking the minutes of the SCORA in collaboration with the secretary

• **Required qualifications:**

- 1. Good experience in minute-taking and basic paperwork management
- 2. Basic knowledge of typing skills and Microsoft Office software
- 3. Fluent in spoken and written English

- **Returning Officers:**

They are preferably observers. They will assist with voting and also ballot papers counting votes and relaying the same to the chairperson and their vice during the plenary.

- **Applicant Skill:**

1. Availability during the SCORA plenary
2. Basic Knowledge of Zoom and Microsoft Office and willingness to cooperate with the SCORA Plenary Team and relevant IT officials

- Selection Criteria:

- a. Motivation
- b. SCORA and PT-related experience
- c. Follow up plans
- d. Availability
- e. LMO and gender representation will be taken into consideration.