



CHINA'S CHILDREN INTERNATIONAL

China's Children International 2024-2025 **Leadership Team Information Packet**

Thank you so much for your interest in joining the leadership team and for your active participation in the international Chinese Adoptee Community! Please read this document carefully before you apply to the CCI leadership team. This document includes important information such as the qualifications for applying to each position, application requirements, pertinent deadlines, and more. Email any questions to laney@chinaschildreninternational.org.

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WHAT IS CCI?

CCI, short for China's Children International, is one of the first international support and networking organizations *created by and for Chinese adoptees*. Our mission is to empower Chinese adoptees from all around the world by providing an inclusive and supportive community for all of us who share this common beginning. CCI was founded in 2011 by Chinese adoptees Laney Allison and Charlotte Cotter, and since then has grown into a global group offering a dozen programs both here and abroad to its more than 4,000 members. Since 2021, CCI has been a registered 501(c)(3) non-profit organization in the United States of America. Please feel free to browse our website here:
<http://chinaschildreninternational.org/>.

EXAMPLES OF CCI PROGRAMS

- Moderated Facebook groups that provide adoptees a safe and structured space to connect and share with each other
- A website featuring CCI updates, information on how to get involved and resources for adoptees
- Local CCI Chapters across the United States that allow adoptees to meet up regularly in person for social, educational, and community activities
- Seasonal internships offering leaders in the Chinese adoptee community an opportunity to foster critical transferable skills at a unique international grassroots organization
- A global pen pal program
- A one-of-a-kind Summer Chinese adoptee volunteer trip to the Beijing China Care Home designed and led in partnership with the international NGO One Sky (2013-2018)
- A beautiful online book called *Messages from an Unknown Chinese Adoptee*
- A guest speaker program featuring influential figures in the adoption community to promote informed leadership and effective dialogue
- Monthly Adoptee Chats over Zoom that allow adoptees to connect over issues relevant to the Chinese adoptee community
- BPSR Q&A sessions held regularly over Zoom
- Yearly non-denominational Winter Gift Exchange that allows members to exchange gifts over the holidays

WHO RUNS CCI?

Since its inception CCI has proudly been run 100% by Chinese adult adoptee volunteers.



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Through the leadership structure of the Board, Committees, and Consultants, our team works to run both CCI's macro and day-to-day operations. As a Board Member, a Committee member, or consultant, you would join a team of fun, hardworking, and passionate group of adult Chinese adoptees, primarily based in the United States, that works both on the strategic and logistical side to set direction and strategy for the organization and for the future of our growing Chinese adoptee community.

From their respective locations, our board members meet virtually to work together to uphold CCI's mission statement and ensure the organization's long-term sustainability.

Meet last year's board here: <http://chinaschildreninternational.org/team/>.

CCI LEADERSHIP TEAM STRUCTURE: BOARD, COMMITTEE, CONSULTANTS

CCI has redesigned its board to consist of the CCI Board, Committees, and consultants. The aim of this change is to allow for levels of responsibility and commitment. Other aims of this change include: acknowledging the meetings that board members have outside of their responsibilities as board members and increasing the time spent in meetings and discussions directly pertinent to each board member's individual role

Mission of the CCI Executive Board:

The mission of the CCI Board is to strategically lead, guide, and plan for CCI, and its projects and programs, in accordance with our core mission statement, values, and bylaws.

The CCI Board:

The CCI Board is an Executive Board of Directors that governs CCI according to its [official bylaws](#) and ensures that regulations are followed and that the organization is run in fulfillment with its mission and in service of its members. The CCI Executive Board is responsible for participating in important votes that happen frequently at its regular board meetings and acting as an official sanction for the organization to move forward on certain decisions.

Board members play an integral role in establishing values, setting strategic direction, making important policy decisions, and articulating a vision for the future of the organization and the Chinese adoptee community. Through open discussions and formal voting both inside and outside of video-chat meetings, CCI board members formulate the backbone of both what CCI is and what it should be in the future. The Board Member role requires strong analytical skills, excellent oral and written communication skills, and an eye for setting policy derived from value and mission.

Board members also collaborate with the team to oversee and improve current programs and projects, help foster a safe and inclusive organizational culture and community space, and generally keep CCI moving in a positive direction.



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At the same time that CCI Board Members hold the responsibilities outlined above, the CCI Board is also a working board, meaning that board members have separate sets of responsibilities based on their particular skills. Current examples include coordinating our Facebook groups, designing and updating our website, and leading our social media presence.

Some board members are designated as Team Leads and lead committees focused on some aspect of the organization, such as the Creative Team or the Birth Parent Search and Reunion Committee. Most CCI board members will also be assigned to a committee based on their role's responsibilities within the larger organization. As also a part of their particular committee, board members will also attend their monthly committee meetings at a time chosen by the committee members. The particular committee each board member is assigned to will be made clear in the position descriptions below.

CCI Committee Members:

Committee members work with their committees and their committee coordinator on projects related to their area of interest. Committees will meet at least once a month at a time chosen at the discretion of the committee members. They are encouraged to attend at least two board meetings a year to get to know the board members and get a sense of what is going on at the macro scale of the organization. ***Committee members do not hold voting privileges.***

Consultants:

Consultants are brought on to work directly with a particular CCI Board member or Committee member on a certain technical area of expertise for a flexible amount of time. They are required to be in contact with the particular CCI Board or Committee meeting and to work on their assigned project. They may need to attend committee meetings as necessary. They are not required to attend board meetings, although they are welcome to all meetings and encouraged to attend at least one during their time at CCI to get to know everyone and get a sense of the bigger picture. ***Consultants do not hold voting privileges.***

BASIC QUALIFICATIONS

- All Chinese adoptees ages 16+ are eligible to apply.
- Chinese Adoptee
- New Leadership team members must be able to attend an onboarding to be scheduled at the new members' discretion

CCI BOARD MEMBER SPECIFIC QUALIFICATIONS

- Board Members are asked to commit for the full CCI year, from August 1st to July 31st of the next
- **Board members will attend at least one meeting a month.**



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- Board members are allowed one missed meeting per quarter, as long as notice is given at least 12 hours in advance (barring emergencies)
- Board members who are stepping into a previously existing role (Local Meetups Coordinator, Facebook Coordinator) must meet with their predecessor in the July before their term begins

CCI COMMITTEE MEMBER SPECIFIC QUALIFICATIONS

- Committee Members are generally asked to commit for the full CCI year, from August 1st to July 31st of the next, although this commitment is more flexible
- Committee Members will attend their monthly designated Committee Meeting which will be scheduled at the discretion of the committee members.
- Committee Members are also required to attend at least two Board Meetings a year. The first should be the first Board Meeting of the year, and the second one is of their choosing and committee members do not have to stay the entire time.

POSITIONS AVAILABLE

Please note whether the below positions are Board positions, Committee positions, or Consultant positions in relation to the qualifications previously listed.

POSITION DESCRIPTIONS FOR ALL OPEN POSITIONS 2024-2025

IMPORTANT NOTES - PLEASE READ

Compensation:

CCI Board, Committee, and Consultant are volunteer positions, as are all other positions on CCI, therefore, **no monetary compensation will be provided**, but you will be able to join a network of leaders in the Chinese adoptee community, develop valuable and transferable leadership and communication skills, and add a unique experience with a pioneering, international organization to your resume / pool of experiences!

Work:

All work that is done for CCI automatically becomes the property of CCI and will be used at the discretion of the board in the present and future. In other words, if/when you leave the board you cannot claim that CCI as an organization can no longer use any of the written/visual/etc work you created on behalf of CCI.

Credit:

Board Member bios and photos will also be posted on our official CCI Website here: <http://chinaschildreninternational.org/team/>. CCI Board will be happy to provide letters of recommendation based on the quality of the Intern's work. You are also encouraged to list CCI and any work done with us on your resume.



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Remote:

All CCI work is done remotely. Full participation can be achieved in any location around the world. **No housing or stipends are provided.** You would need consistent and stable access to a computer with a microphone and a video camera, and high-speed, reliable internet.

WHY CCI?

Once you've gotten to this point, you're probably wondering "Why CCI?"

- Give back to the Chinese adoptee community
- Explore your own unique adoptee identity and chart your own journey
- Take a front seat on one of the premier 501(c)(3) organizations created by and for adult Chinese adoptees
- Meet many, many different Chinese adoptees from around the globe, each with their own stories to tell
- Immerse yourself in the Chinese adoptee and greater international adoptee community and become familiar with key dialogues and issues in current discourse
- Have a direct hand in shaping the future of the adult Chinese adoptee community
- Gain and develop valuable leadership, community organizing, project management, mentorship, critical analysis, oral and written communication, and problem solving experience and skills that will serve you well in future jobs
- Help members build on their personal strengths and foster greater self-confidence
- Work with a fun, hardworking group of adoptees to be a part of something larger than yourself
- And, of course, list a unique experience on your resume

INSTRUCTIONS AND LOGISTICS

1. Process:

New CCI Executive Board members are chosen by the CCI Co-Presidents and the current CCI Board at the end of the CCI year.

To apply, you must adhere to the following steps for a complete application. If any of the steps are missing, you will not be considered.

- a. Ensure that you meet Basic Qualifications as well as the qualifications for the type of position for which you are applying (Board, Committee, or Consultant)
- b. Fill out Written Application before deadline
- c. Take part in a Zoom video interview
- d. Receive decision back from CCI
- e. Confirm your intent to accept or decline the offer by the end of July

2. Written Application:

The written application will open on June 10th. To be considered for a position, please fill out the application form fully and thoughtfully by **July 1st, 2023**



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If you are applying for multiple positions, you must fill out the application for each position to which you are applying.

3. Interview:

After all written applications have been submitted, we will reach out to you through the email you provide either to schedule a 15-20 minute Google Meets interview or to let you know we are going in a different direction. Please note that due to time constraints, we unfortunately may not have time to interview everyone who applies. However, everyone who applies will hear from us one way or another, regardless of whether we schedule an interview.

4. Decisions:

We will make a decision and notify you of the final verdict through the email you have provided. Decisions will be sent out the week of July 14th - 20th. Once we email you the decision, you will have the end of July 2023 to accept or reject the offer.

Pertinent Dates

- Written Application opens on June 10th
 - Google Meets interviews scheduled on a rolling basis
- Written Application closes on July 1st, 2023 at 11:59 PM ET
- Decisions will be sent out by the week of July 21st - 27th at the latest
- Applicants must accept or reject the offer by end of July
- CCI 2024-2025 runs from August 1, 2023 - July 31st, 2024

QUESTIONS? COMMENTS?

Please email laney@chinaschildreninternational.org with any questions. We'll be sure to get back to you as soon as possible. If you are potentially interested, we also encourage you to fill out the form and meet us in the interview!

APPLY HERE!!!