

Terms of Reference (ToR) for the Points Of Contact (POC) of Local Chapter (LC)

Once you have been acted/nominated as a Point of Contact (POC) of Local Chapter (LC), you become a UNISEC-Global representative in your region. POC of LC must understand and follow the following guiding principle:

(1) Information Clearinghouse

As a first contact person in his/her region/country to receive related information from Secretary-General and others, POC is expected to take necessary actions including forwarding it to appropriate persons for such actions.

(2) Participation in UNISEC-GLOBAL Annual Meeting

POC and student representative of Local-Chapter (LC) should attend at least one annual meeting every two successive annual meetings.

(3) Fund Raising

POC is expected to make an effort in conducting fund raising activities for covering the travel cost for local activities and for local representative(s) who will participate in the above Meeting.

(4) Reporting and Advising

POC of Local Chapter should annually report their activities and members' list to the Secretary-General. Any changes in the Local Chapter status should be reported to Secretary-General to update the records. POC is also expected to report related information to the Secretary-General in return for the above (1). And to give advice to the Secretary-General about the above Meeting and other related matters, if necessary.

(5) Finding Student Representative for Annual Meeting

POC is expected to find and recommend to the Secretary-General proper student representative(s) of his/her region for attending the UNISEC-Global Annual Meeting. The recommendation should be conducted in a transparent process and the student should be listed in the members' list hold by UNISEC-Global as described (4).

(6) Disseminations and Announcement

POC is expected to help UNISEC-Global to disseminate the information and make announcements about UNISEC-Global-led events, both technical and social events through emailing lists, social media, website, ..etc.

(7) Compensation

The responsibilities of the POC are mostly of academic nature. Therefore, there is no monetary compensation due to the appointments as well as to the activities under the name of such position.

(8) Termination of Duties

POC can either resign or be dismissed at any time. The resignation shall be made in a written form to the Secretary-General. The dismissal shall be effective if the UNISEC-GLOBAL's Steering Committee would approve by majority vote and be reported to POC in question by the Secretary-

General immediately. A substitute should be nominated by the POC in question and should be one of the Local Chapter members' representative.