

International  
**FORESTRY**  
**STUDENTS'**  
ASSOCIATION



## **Job Descriptions of IFSA Officials**

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# President

The job of President will be as eventful and exciting as you choose to make it. It is challenging and rewarding, but is also a hard and demanding work which at times requires to make sacrifices in your life. But at the end of the day, it is worth it! By holding this position, you learn a lot about the world, about other people and about yourself. A really enriching, inspiring experience!!!

According to the IFSA Statutes the duties of the President are:

- To act as the main official representative of the Association
- Initiate, direct and supervise the work of the Direction and the Secretariat
- Initiate and maintain contact with external organizations (non-student and student ones)

Being the President is quite demanding. You need to be hardworking and well organized, but also flexible and with the ability to listen to others. You will need to learn to delegate and coordinate while always setting and keeping in mind the priorities of the association. Being the head of an association spread over 5 continents, you will also deal with different cultures and you will need to learn to modulate your analysis and reaction with this factor.

- As a member of the Direction you have responsibility for:
- Preparation of the General Assembly
- Convocation of and chairing the General Assembly and assist the IFSS OC as good as possible
- Convocation of and chairing the Interim
- Coordination of the activities of IFSA's organs, bodies and liaison officers
- Preparation and moderate IFSA 7 meetings online as well as IFSA 7 board meetings
- Assisting the Vice President in the preparation of IFSA's annual report
- Help seek out and complete documentation for grants

As the leader of IFSA, you are also the head of the Direction. Working as a team and keeping a friendly environment with the members of the Direction and the Council is one of the most important tasks during your term. Your role is to encourage and involve everyone so that the working atmosphere is motivating and pleasant. The IFSA 7 are the one with whom you will be able to share your difficulties when you need some help but also share the joy brought by common achievements. They can even become your second family!

Examples for tasks to fulfil the duties of President (extracted from the strategy and former President's job descriptions):

## **1. Ensure the continuation of the association for the benefit of all forestry students**

1.1. Foster mutual collaboration with existing Local Committees, organs, bodies and Liaison Officers of IFSA

- a. Contribute to a monthly IFSA 7 Newsletter to inform members about the work being undertaken within IFSA at the international level
- b. Endeavour to have at least one member of the IFSA Board attend each Regional Meeting and participate in IFSA Workshops
- c. Link IFSA meetings with professional meetings so that more members will attend

- d. Encourage neighborhood LC weekends, LC Partnership Program, IFSA Family
- e. Take care of LC's in less active regions
- f. Organize monthly Skype meetings with officials to maintain and improve the communication between IFSA officials

1.2. To promote continuity and communication between generations of IFSA for the improved stability and smooth running of the association

- a. Continue to improve the annual change-over process to ensure a good transfer of knowledge to new officials at the beginning of each term
- b. Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn
- c. Develop a training system for IFSA members to provide training opportunities to all IFSA members to improve their skills for their work in IFSA and for their professional careers

1.3. Improve and strengthen the international structure of IFSA by looking to partners of IFSA.

- a. Use the opportunity to ask partners for advice on organizational issues if needed

## **2. Develop an innovative and sustainable financial management plan to satisfy the needs of IFSA**

2.1 Diversify the funding sources of IFSA

- a. Inform students about the auction and tombola night in IFSS and Regional Meetings to supplement the money available in the Development Fund and in IFSA in general

2.2. Enhance the knowledge of fundraising of IFSA members

- a. Create a database for available grants
- b. Motivate and train IFSA officials and OC's in student involvement in the financing and fundraising activities of IFSA through the Fundraising Commission and emphasize the importance of this commission to maintain motivation
- c. Look for advice from experienced organizations for example in IFISO or IUFRO

2.3 Consider the best use of money in IFSA

Raise discussions within IFSA about priorities and the distribution of IFSA's money

## **3. Contribute to the improvement of higher education and promote non-formal learning**

3.1. To contribute to the enrichment of forestry higher education through student meetings, training and cooperation with partners

- a. Ensure strong communication with IPFE and be active in the workshops, surveys and actions undertaken by the partnership
- b. Encourage local initiatives and Regional Meetings to improve exchange and communication within each of the IFSA regions
- c. Continue to collaborate actively with professional and student partners

3.2. Enhance the information availability and provide additional sources of information to forestry

students

- a. Continue to develop the IFSA website, the IFSA News and IFSA promotion material items

3.3. To provide opportunities for students to develop new skills

- a. Enhance information availability and dissemination on the different activities of IFSA by using the existing tools such as the website
- b. Take actively part in IFSA's training system

#### **4. Broaden forestry students' horizons and represent youth in global processes**

4.1. To develop partnerships with organizations and companies worldwide to offer new opportunities to IFSA members

- a. Ensure that the Liaison Officers, IFSA President and partners work in strong collaboration
- b. Develop existing and new partnerships with organizations that are of mutual interest
- c. Actively take part in IFISO activities part in the organization of major international events and have a global and committed delegation during the event, like the IUFRO World Congress 2014 and the Asia-Pacific Forestry Week 2011

d. Attend, actively participate and promote IFSA in as many forestry organizations meetings as possible and maintain excellent lines of communication with these organizations

4.2. To have strong representation and participation of IFSA in all regions of the world

- a. Initiate and support regional meetings equally in every region of IFSA to enhance the global visibility of the association and offer more opportunities for students to join the network
- b. Work with other partners to find contacts in the different IFSA regions and to help IFSA to expand its network

4.3. To represent the interests of youth through participation in international processes and decision making processes

- a. Provide IFSA members with information on possibilities to participate in international processes
- b. Send an IFSA delegate to the UNFF and other UN Major Group initiatives
- c. Prepare a global and representative IFSA delegation to the FAO World Forestry Congress 2015
- d. Take part in major international events and have a global and committed delegation during the events, like the Asia-Pacific Forestry Week 2011

Other tasks:

- a. Maintaining the team atmosphere of the Direction, IFSA 7 and Officials
- b. Knowing well the statutes and the strategy of the association
- c. Being a motivator

As the President you need to be available for anything and everything – 12 months on the go – you cannot disappear without a very good reason or without warning. You will be contacted daily for any

kind of matter you can (or cannot!) imagine. Even with the best efficiency, working with a lot of collaborators in different time zones implies that you will face delays. For all these reasons, you need a good and reliable email access and a personal computer is advisable.

Beside all that, this position is the best to meet really interesting people from all parts of the world and to develop skills you cannot develop during your studies. Being devoted to a global association for one year is also a strong work experience recognized by many people. Choosing to become President you can be sure to have a year really full of learning, travelling, new friends, and hard work and also fun!

Time management advice: about 3 (sometimes 4 - 5 hours a day or more)

# Vice President

The job of Vice President can be as eventful and exciting as you choose to make it. You are the motivator!! It is challenging and rewarding, but it is also hard work and demanding. At the end of the day, it is worth it! As the Vice President (VP) you are the President's right hand and sparring partner—while the President is in charge of external matters, you are in charge of internal matters. It means being there to assist in all matters, comment on documents, give an opinion on important decisions, encourage and motivate when times are tough (which will inevitably happen) and congratulate when all the pieces fall into place and victories are won (which luckily also happens). Ideally, the Direction (President, Vice President, Treasurer and Executive Secretary) and Council will work as a team in good times and in bad. It sounds like a marriage and in a way it is! Although it usually only lasts a year :)

The Direction (and Council respectively) direct and supervise the work of the Secretariat. In brief, the tasks of the Direction are divided so that the President takes care of the external matters, such as professional partners and other student organizations, and being the leader of IFSA. **The Vice President takes care of the internal issues**, the Treasurer cares for all financial matters and the Executive Secretary takes care of matters concerning Secretariat, mail and archives. Additionally, the Vice-President works very closely to the Joint-Position.

The internal issues include regular communication with all IFSA officials, i.e. Council, Regional Representatives etc., and the Secretariat; compiling the quarterly reports with contributions from all officials and the Joint Position, and assisting all officials in their work, e.g. helping the regional representatives finding organizers for the regional meetings. As a member of the Direction you have the shared responsibility for the (IFSA Statutes Article 14):

- Preparation of the General Assembly, overseeing it, and setting up the agenda
- Convocation of the General Assembly
- Co-ordination of the activities of IFSA's organs and bodies except those of commissions, if they are not explicitly sub coordinated to the Direction
- Prepare IFSA's annual report (The Joint Position may help with this).
- Preparation and oversight of the mid-annual IFSA meeting, Interim.

At least one member of the Direction is required to attend the General Assembly that ends its term of office and present the Annual Report. This member of Direction (starting with the President) is required to undertake the role of Chairperson on the Board of Assembly. According to the statutes (By-laws §3.2) the specific duties of the Vice President are to:

- Perform the duties of the President in his or her absence or when incapacitated by sickness.
- Supervise the work of the Secretariat in relation to internal correspondence with members,

- Distribute information etc.
- Co-ordinate the organization of internal activities
- Perform any other duty delegated by the President or the Direction.

Based on the IFSA Strategy Part II: Implementation, other tasks of the Vice President are to:

- Moderate and maintain the IFSA World mailing list at least every 2 days. It is extremely important for keeping a fluent communication.
- Together with Regional Representatives, ensure that at least one person per LC is registered to the IFSA World mailing list and that each official is registered to their respective mailing lists
- VP could combine them into newsletter (IFSA Event Newsletter/ IFSA7 Newsletter for officials) to avoid too messy message in mailing list.
- Maintain communication and update contact details of IFSA consulting members and IFSA alumni
- Annually update job descriptions
- Coordinator the LC Partnership Program (LPP)
- Coordinate, contribute to, collate and disseminate the official progress reports.
- Assist the webmasters in keeping the homepage up to date
- Update contact details of officials on an ongoing basis
- Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn together with other IFSA officials
- Create an invitation and agenda for the Interim and find one or more keepers of the minutes.
- Direction, Council and other officials should be consulted in the process and all members should
- Have a possibility to bring forward issues they find important to discuss during the Interim.
- Motivate, delegate and encourage on all levels– and be present at as many official IFSA meetings as possible, especially the Regional Meetings, Interim and IFSS.
- Write monthly reports (IFSA 7 Newsletter/IFSA7 Newsletter for Officials) as part of the Direction report – updating and motivating officials and members.
- CC all important emails – to keep everyone informed.
- Work with the IFSA President to continue to collaborate actively with professional and student partners

It is advisable (and in line with the statutes, by-laws §3.9) to delegate some tasks e.g. to other officials.

The VP will still be responsible for coordinating, encouraging etc.

The IFSA year will pass quickly with lots of IFSA events, letters, reports and emails. A good internet connection, English dictionaries if you are not a native speaker and a personal computer will be your main tools for fulfilling the position as IFSA Vice President. In return you will gain invaluable experience in written and oral communication on all levels, improve your computer and language skills and furthermore get a great overview of the global forestry sector and personal contacts and friends all over the world!

Suggested time management: 1-4 hours / day (4 hours a day is especially the period of preparing reports)



# Treasurer

## **Duties of the Treasurer as stated in the IFSA Statutes (3.3):**

- He/she should be located in Freiburg at the IFSA Secretariat for most of his/her active term and at least for 14 days of overlap period after the IFSS. (It is recommend but not necessary especially in case when Treasurer is non-German)
- He / She will, in consultation with other members of the Direction, initiate activities and contacts for raising funds for the Association.
- He /She will be an obligatory member of the fundraising commission and has to be informed about all activities concerning fundraising within IFSA.
- He / She will supervise the work of the Secretariat in relation to financial matters.
- He / She will prepare the Annual financial budgets of the bank accounts for the IFSA year to come and report to the GA (the budget will be accepted by the IFSA board).
- He / She shall prepare the global financial statement of the calendar year for the Interim to be approved by the Direction and Council. At least 2 members of the Council have to audit and sign the report.
- He / She will prepare a global financial budget for approval by the Direction and Council at the Interim Meeting.
- He / She is responsible for financial reporting according to goals and deadlines, especially for IFSA's General Assembly and for external donors
- He / She is responsible to handle all affairs regarding the tax law and to stay in regular contact with the competent authorities (with help of Secretariat when Treasurer is non-German).

## **Additional from the IFSA Strategy**

- Ensure more information is available on potentially useful grants
- Help the VP to keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn. This task can be done with help of Fundraising commission.
- Enhance the action of the Development Fund by assisting and work together with the Fundraising Commission and Council
- Improve his/her knowledge of bookkeeping and accounting. Forward this knowledge to the next IFSA Treasurer, also to the board, to make finances be handled more professionally

## **General things about the job:**

- The Treasurer is a member of the Direction and is elected at the General Assembly for the duration of one year. The maximum term of office allowed is 2 years. As member of the direction as a decision-making organ, the Treasurer has shared responsibility for everything that is going on within IFSA.
- Administration of IFSA's finances, management of the bank accounts and bookkeeping are the main tasks that need to be done in this job.
- The Treasurer needs to keep an overview of the available resources, expected incomes and upcoming expenditures.

- The Treasurer is responsible for the correct and adequate use of the money owned by IFSA; all income and expenditure must be in accordance with the budget that was agreed on by the IFSA Board.
- Records of all transactions must be kept (electronically) for confidence in the treasurer and so that our activities are can be supplied when needed (to German courts and tax system).
- IFSA's finances are managed through a bank account at a bank in Germany (Postbank); it is managed by using the online service of this bank. The Treasurer is to handle all business that concerns this account like ordering of transfers, regular contact with the bank or controlling of the statements of account.
- A change of bank should only be done with assistance of the whole board and after getting acceptance from all IFSA Officials.
- IFSA also has a PayPal account that is linked with the Postbank account. The Treasurer is responsible for maintaining this account and including it in the accounting.
- The Treasurer acts as a contact Person for authorities in Germany (if practical) together with Secretary of IFSA (especially if the Treasurer is non-German)
- As especially the Treasurer depends on the legal registration of all changes within the direction or the statutes after the GA to be able to start working right away, it makes sense that this person also handles these affairs. The bank account can only be changed over to the following Treasurer when all changes are officially registered. The Treasurer is as well responsible for a good and regular contact with the revenue office in Freiburg to keep the status as non-profit organization in place (there is an audit every three years). (When the Treasurer is not German, he needs to lead the project and let the Secretariat handle most of these issues).

### **Fundraising**

- As the financial resources gained through the collection of membership fees from all IFSA members is not sufficient for the running of the association, there is the need for additional fundraising activities. Such additional funding resources can be governmental support, donations from private persons or public institutions, sponsoring contracts or the Supporting Membership.
- In cooperation with the Fundraising commission, the Treasurer has to make efforts to establish contracts between IFSA and the external partner for a sustainable funding of our activities. These activities mainly consist of the gathering of information about eligible funding sources, the contact making with partners and the permanent maintenance of established contacts. That normally means a lot of internet inquiries, e-mailing, personal contact making and writing of letters as well as to do all necessary follow-up activities such as making a lot of phone calls to possible partners. To make a professional fundraising, special knowledge should be gained through taking part in fundraising related seminars, reading of instructions for fundraising and by utilizing the experience of former IFSA Officials. The Treasurer should be concerned about how IFSA's long term fundraising strategy and new sources of external funding affects IFSA's annual budget as well as its non-profit status.
- The fundraising part can actually be the most time consuming part of the whole job. It can be exhausting and frustrating but also means to get a lot of experience in how to maintain business contacts. It is suggested to delegate most of the tasks to Head of Fundraising commission who has a similar Job Description regarding this issue.

### **Responsibility for the payment of Membership Fees**

- To successfully perform in this task is of vital importance for both the members (who lose their membership when not paying) and the whole association. This task can be done in association with the council to remind LCs (with help of RRs) of any outstanding fees.
- The Treasurer mainly prepares all the invoices and after that delegates the task to Council and RR. The Treasurer needs to know who will pay and how.
- He/She needs to give assistance for LCs regarding questions of payment.
- The Treasurer should be the person to always remind Council and RRs about the membership fee issues.
- The Treasurer is a contact person for Supporting members regarding the payment details.
- Together with the LO Alumni they will keep updating the list of supporting members. Treasurer task is in charge of handling the payment details and the LO Alumni handles the contact details and other related things.

### **Financial Reports**

- Report writing is one task that every IFSA Official has to perform. Additionally to the normal reports, there has to be a financial report prepared every year. This report provides an overview of the global financial dimension of our activities and can be used for fundraising purposes.
- Financial report consists of Profit and Loss of IFSA, Balance Sheet of IFSA Account and Financial statement. It is recommend to also write some notes if needed to make it easier for rest of board to understand.

### **The Annual Budget for the bank accounts (read the new statutes regarding this issue)**

#### **Expenditures:**

- General administration
- Fund for Direction
- Fund for Council
- Fund for Regional Representatives and committees
- Fund for Exchange Programme
- Fund for IFSA NEWS
- Fund for Other Publications
- Fund for planned activities
- Development Fund

#### **Income:**

- Membership dues
- Exchange Programme fees
- Donations and sponsorship
- Development Fund
- Special charges for special activities

# Executive Secretary

The work of the Executive Secretary can be divided into two parts:

- The cooperation with the IFSA-Direction: That means rights (voting rights, participating in Direction decisions, attending Direction meetings etc.), as well as duties (write reports, preparing the General Assembly and other meetings).
- To run the International Secretariat (in Freiburg)

Most of the tasks can be found in the Statutes:

- Article 14
- Article 15
- By-Laws 1.1.
- By-Laws 3.4.

and additional from the IFSA Strategy,

- Keep accurate and detailed records of IFSA history including past partnerships, past successes and failures, past actions and past events of the association from which to learn
- work together with Vice-President and Treasurer

## **Coordination**

The Executive-Secretary cannot take care of all the Secretariats tasks him/herself. His/her task is rather to keep a good overview about the situation and to ensure that there's always somebody feeling responsible for the different tasks. In this regard, the IFSA-IUFRO Joint Position (JP) in Vienna is a main contact person for the Secretary. The JP can help with administrative matters and compiling documents, as well as keeping databases up to date.

## **E-mails**

One of the main tasks of the Secretary is to handle the E-mails that are sent to the Secretariat.

Some of them are Newsletters from other international organisations which should be read to see if anything in them could be interesting to IFSA members and possibly be forwarded.

There will be various requests concerning all kinds of topics. The Secretary should either directly help the people who need information or link them with the people in IFSA who can help them.

Most of the times, the questions will concern membership. The Secretary should advise the person who is asking on a suitable type of membership (ordinary, associate, supporting) and link them with the responsible Regional Representative.

Another big part of the Secretary's inbox will be taken up by internal IFSA communication, especially within the Board and Direction. It is very important that these E-mails are always taken care of and replied to as fast as possible.

## **Applications**

Applications are mainly done electronically and will be sent to the Secretariat by E-mail. The Secretary's task is to confirm to the applicant that the application was received and to forward the application to the Council.

Further, once approved by the Council, the application materials need to be archived digitally and physically.

### **Databases**

Databases are very important to enable an effective and “sustainable” management of our organization. Databases should always be updated immediately if some details change. Our most important databases are: Online membership databases. They contain much relevant data about the situation of our members. The main membership database is managed by the IFSA-IUFRO Joint Position, the Officials database for verification matters (website) is managed by the webmaster or Secretary.

Written databases are still important to keep relevant information about all kinds of members (potential, ordinary, supporting, honorary, etc.)

### **Archives**

One main archive which is accessible for all officials is the so-called “Master Folder”, which is administrated by the IFSA-IUFRO Joint Position and should be supervised by the Secretary. The Master Folder and other important documents (e.g. Freistellungsbescheid from the Registergericht) should be downloaded regularly on the hard disk which is in charge of the Secretary.

The hard disk also is the main electronic archive, where the Master Folder and Secretary data should be stored for long-term information. However, it should be watched out that it is nice structured and clean.

The physical archive in the Secretary’s office is very important especially in historical regards. It should be cleaned up for further electronic archiving. Significant historical data should be stored extra for the Secretary to potentially compile history records.

The physical archive is crucial for financial matters, as **all the financial information** needs to be archived for 10 years. This is especially important for the non-profit-verification happening every three years.

Besides this, important documents such as membership statutes and MoUs and contracts with partner institutions should be stored in the office.

### **Communication with State Agencies**

The Secretariat is responsible for communicating with all official agencies of the state (like Amtsgericht/Vereinsregister and Finanzamt) and provide the necessary information for the registration of the new Board and statutes as well as the information needed for keeping the status as a non-profit organisation.

### **Minutes**

Generally, the Secretary is expected to keep the minutes for Direction and Board Meetings and also be one of the keepers of the minutes at the General Assembly.

### **Computer System administration**

The proper functionality of the computers and the local area network at the Secretariat must be guaranteed. This includes: The protection of the data put into the archives from viruses, spyware, trojans etc. You must regularly do updates of the firewall and all security programs. Don’t forget about backups.

/ In modern times, most students have their own laptop and use this also for the IFSA work. However, if you prefer an office computer, talk to the Faculty staff and you should be able to get one.

**Post office**

IFSA receives all its official postage to the Secretariat. The postage needs to be screened for important letters and (scanned and) forwarded to the responsible people within IFSA. However, as most communication already runs via Email, most postage is from Postbank or state agencies. Also, the post office is being used for sending letters (such as donation receipts).

**Miscellaneous**

There are uncountable different little things which just need to be done. Sometimes this can be tedious, but mostly it is what makes the job interesting. As the headquarters of IFSA most of the information is somehow linked with the secretariat. It's a nice place for all kinds of contacts, having correspondence with mostly nice and interesting.

**Requirements and useful skills**

- a residence in or close to the Secretariat's location (Freiburg)
- reliability
- sense of order
- good communication skills
- advanced skills in office applications (preferably)
- basic skills in computer and LAN administration
- good English language skills

**What will you get back?**

- valuable experiences and knowledge
- contacts with people all over the world
- new friends

**Notable changeover matters:**

- Watch out for letter from financial department about non-profit-verification result
- Registration of the new board and statutes (needed: translated minutes, German statutes with marked changes, statute changes)
- Work together with the Joint Position in order to optimise the knowledge management in IFSA and cleaning up the archives (especially the physical)
- Prepare the convocation of the next GA (convocation letter, draft agenda, work with Council on statutes changes)
- ... more will be discussed during change-over at the IFSS

# Council

The Council is a body of the International Forestry Students' Association and consists of three Councilors from different countries, elected individually every year by the General Assembly. If a member of Council retires within its term of duty, the council elects a substitute for the rest of its term. Currently, for ease of management, increased communication and liaison within regions, the Council had "divided" the world into three management divisions of which each council member is responsible for one. An example would be:

- Asia-Pacific and Northern Africa
- Northern Europe, Northern America
- Southern Europe, Southern Africa and Latin America

Council divides responsibilities for each commission amongst them, to increase communication between the board and the commissions: e.g.

- International Processes and Forestry Education
- Professional Development
- Communication and Fundraising

However, there is no set way of doing this and the Council may divide the regions and commissions as they see fit. Just be sure to let the Direction and IFSA world know your plans. IFSA's Statutes and by laws discuss formally the role of Council, specifically Articles 7 and 16 are applicable. The Council has the following tasks (Article 16.3):

Judging the suitability of members and applicants for membership and admitting new members, Evaluation of the appropriateness of proposals for the agenda according to the statutes.

Evaluation of the IFSA-Annual Report for the General Assembly, especially verification of the Treasurers Report on accounts and book keeping including a signed note to the GA that names possible irregularities respectively confirms that none such were found.

Evaluation of the IFSA official work quarterly and measure if necessary based on by law.

Advising and supervision of all organs and bodies of IFSA on its own initiative or on request and obligate to advising member of the direction quarterly on they work, Mediation in case of internal quarrels directing the Vice-President to substitute president if necessary.

The council judges members and applicants suitability for IFSA membership (Article 16.3) by considering if their local organization:

Respects statutes and decrees of IFSA, Operates locally in a fair and democratic manner, Conveys all information concerning IFSA to their members, Enables their members to participate in pays the annual membership fee as fixed in the Statutes and Decrees of IFSA. Assures that their representative at the General Assembly is a competent one, authorized with a voting certificate (Article 8.2)

The Council is also responsible for ensuring that regional representatives and commissioners are fulfilling their duties, and should set the wheels in motion for any relevant action required should such a

situation occur. It is often useful to email the officials in your region monthly to monitor their progress and receive updates. This allows you to be constantly updated on your regions.

A lot of the work of the Council is not set in stone. Council should assist the Direction or Secretariat where required and following up emails upon their request. Council should also work with the relevant regional representative to assist potential members with the application process. There is also plenty of scope to follow your own initiative. Often, this might also involve working with other officials to perhaps create a document, study, presentation etc.

Below are listed in a short view all main tasks regarding Councillor's duties:

1. Updating of members list and their data on the web site and members list, informing Treasurer and the rest of IFSA 7 about the changes;
2. Approving new members;
3. Expulsing members;
4. Approving the annual budget;
5. Advising the direction;
6. Keeping in contact with all Regional Representatives and IFSA LCs in the respective Regions;
7. Evaluating the IFSA Annual Report for the GA and proposals for the agenda according to the Statutes;
8. Ensuring that regional representatives and commissioners fulfill their duties
9. Keeping track of which current members still didn't pay their fees, thinking how to motivate them to do it and sending invoices announcing fees owed;
10. Writing a progress report on each quarter of the running year;
11. Participating in IFSA 7.



# Regional Representatives

Regional Representatives are the information links between IFSA 7 and the LCs in his/her region and in between the LCs.

## Compulsory tasks

- Update contact details of LC's and officials on an ongoing basis
  - Keep track of LCs who paid membership fee (with council)
  - Forward updated list to the council
- Enhance information availability and dissemination on the different activities of IFSA.
  - Forward all the important information from IFSA to the LCs (mail, Facebook)
  - Keep each LC has at least one person registering to IFSA World mailing list
  - Report your region's current situation to IFSA7 as well as to the ifsa.world.
    - Provide information about your region (activities) when needed
- Cultivate and expand the Regional IFSA Community
  - Encourage local initiatives and regional forestry student meetings to improve exchange and communication within each of the IFSA regions.
  - Ensure yearly Regional Meetings, to offer more opportunities for students to join the network
    - Elect next year's host LC for the Regional meeting during the current Regional meeting
    - send out an open call to host the meeting more than one year ahead
    - Take a leadership role in organising regional meetings which includes helping regional meeting OCs get sponsorship for meetings
    - Hold workshops at the Regional Meeting explaining IFSA to new participants
  - Encourage members of IFSA in the region to attend meetings like IFSS, Regional Meetings, Conferences, etc.
  - Encourage your LC to organize local events for IFSA members or forestry students
  - Encourage LC-Partnership program
- Continue to improve communication within and between each IFSA region.
  - Ensure good communication with existing LC's.
    - Are you using the right communication channel?
    - Does everyone get the information needed?
  - Maintain Regional Facebook Group
- Update your region's status. Continue to improve the information available to each region on the IFSA website/FB page
  - Keep in contact with the Web commission
  - Encourage LCs to provide relevant information
- Ensure a proper, detailed handover process to the next representative
  - highlights specific issues that need attention
  - stay in contact to former Representative and learn from their mistakes and what to do
- Find new LCs
- Ensure communication is provided and improved with potential members that have shown any interest.
- Send your contact information to as many universities as you can so you can keep in contact with your region and inform them about IFSA.

- Consider about new membership applications and direct them for a suitable approving by Council.
- Reply to any needs, which need your attention as soon as possible.
  - Create time to check your inbox regularly.

#### **Additional tasks**

- Encourage local initiatives and regional forestry student meetings to improve exchange and communication within each of the IFSA regions (together with IFSA 7)
  - Develop a tradition of regular monthly online meetings (e.g. Regional Coffee Hours via Google Hangouts)
- Promote IFSA to as many institutions or companies as you can.
  - Work with other partners to find contacts in the different IFSA regions and to help IFSA to expand its network.
  - Send your contact information to as many countries and organizations as you can so you can to keep in contact with your region and inform them about IFSA.
- Keep in contact with industry stakeholders in the region
  - Together with fundraising

#### **Items to assist with Regional Representative's work:**

- Get familiar with your position and the specific tasks (look up the Master Folder)
  - Obtain the LC and Regional Representative Guidelines
  - Make sure you have all the documents you need (e.g. IFSA letterhead, statutes, application forms for new membership, description of membership possibilities and how to become a member, IFSA brochure and copies of IFSA News).
  - Scrutinize your RR Package carefully.
- Progress report
  - Keep noticing what is going on in your region recently
- Establish contact with other IFSA Officials.
- First steps:
  - Introduce yourself at the mailing list and write personal e-mails to every LC. Use this occasion to ask them to send you brief information about their activities, problems and what they are expecting from you.
- Ask for help to IFSA7 and the Joint Position whenever you need as well as help them and any other commission when they ask.
- To be underlined, the role of Regional Representative is very important. Regional Representative is the communication bridge between LCs and IFSA 7. It is important that they know what is the problem and the progress, recent status of their region.

Time management advice: Approximately 5 hours per week, even try to check your inbox every single day.

# Fundraising Commission

The Fundraising commission is responsible for searching and obtaining the funds for running IFSA. They should look for funds at big forestry related companies, grants, other associations related with forestry and environment as well as supporting members.

More especially, based on IFSA Strategy, Fundraising Commission with the Treasurer should enhance the action of the Development Fund. If the fundraising commission consists of group of people it is up to Head of Fundraising Commission to delegate work between the commissioners and also take care that all the work is done. The updating, inviting and accepting of new members into the fundraising commission must be done constantly. Meetings must be held within the fundraising commission to discuss any new projects do be done and to monitor progress of current projects. Keeping in contact with possible sponsors, IFSA 7 and members from other commissions is important.

Being a member of fundraising commission can be a challenge task. However, your work is incomparable, because you are searching the opportunities for gaining IFSA's income! Improve your skill of convincing by contacting sponsors and attending fundraising training event.

## **Head of Fundraising commission**

The Head of the Fundraising Commission works as a motivator and delegates work within the Commission. He / She keeps in constant contact with the commissioners in the work of searching and obtaining funds for the organization. Updating files, letters and trying to find new ways of sponsorship is part of the job as well as work as a liaison contact between the Local Committees regarding fundraising and how to find money.

Head of Fundraising commission should be also a liaison officer between all the local committees (LC) of IFSA regarding any financial issues. Any LC can contact the fundraising commission when they require information about fundraising for their LC and introduce them to the fundraising package strategy. But Fundraising commission cannot give any money to LCs.

The Head of Fundraising Commission has to coordinate and be informed about all actions of fundraising. The close cooperation and communication with the Treasurer and the board is essential for the work of the Commission. The Commission should work together with LO Alumni in order to find some new supporting members and update the supporting member letter regularly.

In order to create long term relationships to financial partners we should prefer quality than quantity and put the needs of our partner into the focus.

This is done by a good mixture of creativity and professionalism which allows to get to learn how fundraising works, how to successfully communicate to institutions, and how to develop new innovative fundraising strategies. Especially, based on IFSA Strategy, Fundraising Commission with the Treasurer should enhance the action of the Development Fund.

# International Processes Commission

At the United Nation's Earth Summit on Sustainable Development 1992 in Rio de Janeiro, the parties could not come to an agreement on a forest convention on the world's forests. Since then, the United Nations formulated numerous resolutions to improve the sustainable management of forests and to cope with problems such as deforestation, illegal logging, and poverty. The Rio follow-up processes include the United Nations Forum on Forest (UNFF), the Convention on Biological Diversity (CBD), and the UN Framework Convention on Climate Change (UNFCCC), which provide various civil society stakeholders with the chance to participate in the decision making processes. IFSA has observer organization status and as such acts as the youth focal point at the UNFF, is allowed to participate as observer to the UNFCCC, CBD, and Forest Europe's MCPFE (Ministerial Conference on the Protection of Forests in Europe). In the past, the IPC has worked together with the FPEN (Forest Policy Education Network, [www.forestpolicy.net](http://www.forestpolicy.net)).

## Tasks

The main task of the IPC is to coordinate and prepare student delegations attending the various and varied events (e.g. meetings, conventions, workshops) associated with the entities IFSA has established collaborations/relationships with, and to continuously seek to augment and enhance the opportunities for IFSA members to become involved in higher-level policy processes (e.g. establish new collaborations with new organizations, prepare major funding proposals for projects, etc.)

The IPC acts as a platform for students to engage with these higher level bodies and for IFSA to have a voice and presence (to various extents) in negotiations pertaining to forests. In order to bring these processes to as many forestry students as possible, a lot of the work of the IPC revolves around communication.

## Head of the IP Commission

The Head of the International Processes Commission is tasked with overseeing and coordinating all of the activities happening within the Commission. He/she works very closely with the four Heads of Sub-Commissions (for UNFF, UNFCCC, Forest Europe, and CBD), ensuring the proper planning and execution of the yearly work plans, and assisting them in all capacities to ensure they adequately fulfill their role.

## Responsibilities

- Act as the contact person of the IPC, including as liaison between the IFSA Board, IFSA members, external entities, and Heads of Sub-Commission. This includes reporting on a regular basis about the work of the IPC to the IFSA Board, Officials, and LCs. This may also include writing the UN Quadrennial report required to maintain ECOSOC observer status or maintaining a yearly summary of activities within the commission for years the quadrennial report is not due.
- Oversee and supervise the work of the Heads of Sub-Commission and Commissioners (e.g. keep track of the preparation of delegations, ensure post-event reports are submitted in a timely manner, etc.)
- Maintain constant communication with the entire IPC in order to ensure all members are aware of what others are working on (e.g. through a monthly IPC update newsletter, Skype meetings, etc.) This includes activities that ensure motivation is maintained within the group, and facilitates collaborations within the IPC.

- Individually assist the Heads of Sub-Commission in their work, be it through connecting them with the necessary resources (e.g. providing them with advice, communications materials, contacts, guidelines for standardizing the calls for applications, etc.) or stepping in to fulfill specific tasks.
- Assist Heads of Sub-Commission in creating the calls for applications, disseminating these through IFSA channels, selecting delegates, distributing funding (where applicable), adequately preparing delegations, writing the post-event evaluations and reports, etc.
- Ensure the IFSA Master Folder is updated with the delegation reports and other IPC materials, for ease of access by Sub-Commissions
- Coordinate IFSA's participation in forestry-related meetings that are not handled by IPC Heads of Sub-Commission or IFSA LOs (e.g. UNCSD)
- Continuously seek new potential partners (e.g IUCN, ITTO, UNEP, UNESCO, etc.)

### **Challenges**

This position requires exceptional time management as you will be juggling the coordination of various events that oftentimes overlap. In order to have transparency and diversity of perspective it is important for you to work closely with each Head of Sub-Commission, which may result in more commitments than one has time for. In order to minimize this pressure, work with the Head of Sub-Commission to solicit reliable and competent Commissioners to provide additional opinions and assist in large projects. One of the biggest challenges is to cope with work that might not necessarily be evenly spread throughout the year (e.g. there might be many events happening around the same period of time). Another challenge is the potential unresponsiveness and lack of motivation Heads of Sub-Commission. However, if they do their work well, with initiative and constructive supervision, the tasks of the Head of IPC can go very smoothly.

### **Head of the commissions tasks in steps**

- Introduce the IPC members and share with them what the IPC will be doing in the coming year:
- Introduce the most important international negotiation processes related to forests and the work of the IPC
- Introduce yourself and the rest of the IPC Heads of Sub-Commission and Commissioners, and share contact details
- Ask the Heads of Sub-Commission to provide you with:
  - The yearly update of what happened in the process in the previous year
  - A description of the process: why does it exist, what is its importance?
  - What has happened until now and what is currently being discussed?
  - A calendar of events related to the process during the upcoming IFSA year
- Send regular updates to the group

# UNFF-Sub-Commission

Since the inception of United Nations Forum on Forests (UNFF), IFSA has participated in the forum representing the Major Group Children and Youth. The two heads of UNFF Sub-Commission not only hold the responsibilities as IFSA official for a two-year term, but also act as the UNFF Youth Focal Points. One new head of UNFF Sub-Commission will be appointed at IFSS 2016, and will hold the position from August 2016-August 2018.

2015-2017 will continue to be a very active period for UNFF Sub-Commission. The UNFF secretariat will be calling for another intersessional meeting, likely in the fall of 2016 to align the UNFF agenda with the new SDG goals and to continue work on the 2016-2030 Strategic Plan for the International Arrangement on Forests (IAF). A goal of the commission will be to further develop and update the youth policy proposals from Interlaken+10.

## **Desirable Skills**

- International forest policy experience
- Strong verbal and written communication skills
- Flexible schedule that allows for 2-4 weeks of travel for UNFF related work per year (must be available to attend UNFF 12 in January of 2017)
- Ability to organize and motivate UNFF Sub-Commissioners
- Ability to communicate youth perspectives on forestry issues

## **Tasks and Responsibilities for IFSA**

- Inform IFSA (president), Head of IPC, members of commission and other IFSA students on UNFF
- Share open-call for UNFF delegates through IFSA communications channels; IFSA World mailing list, IFSA Facebook, etc.
- Organise delegations for participation in UNFF events and meetings
- Provide delegates with background readings on UNFF and the IAF
- Write progress reports, annual report and articles for IFSA News about UNFF
- Attract more students to participate in the work of UNFF commission

## **Task and Responsibilities as Major Group Focal Point**

- Act as youth focal point to UNFF secretariat and MGPOF
- Attend UNFF 12, UNFF intersessional meetings, and MGPOF meetings
- Facilitate the development of youth policy proposals for UNFF
- Provide youth input for MGPOF work including board meetings, e-mail communications, and joint policy papers
- Produce content for UNFF MG Children and Youth social media pages (Facebook Page and Twitter)
- Outreach with other youth environmental organizations to participate in UNFF

## **Learn more!**

- **United Nations Forum on Forests**

<http://www.un.org/esa/forests/>

<http://www.un.org/esa/forests/about-history.html>

- **Interlaken+10 Youth Workshop**

<http://www.iisd.ca/forestry/unff/unff11/interlaken+10/>

IFSA report (available soon or send an e-mail to [annastem.ifsa@gmail.com](mailto:annastem.ifsa@gmail.com))

- **UNFF 11**

<http://nr.iisd.org/events/un-forum-on-forests-eleventh-session-unff11/>

- **Major Group Partnership on Forests**

<http://www.mgp-forests.org>

- **MG Children and Youth Social Media**

<https://www.facebook.com/UNFFYouth?fref=ts>

[https://twitter.com/unff\\_youth](https://twitter.com/unff_youth)

# UNFCCC-Sub-Commission:

The task of this job is to give IFSA members the opportunity to gain a better understanding of the UN-Climate Process.

The job as Head of Sub-Commission United Nation Framework Convention on Climate Change (UNFCCC) can be very diverse. On one hand you will have some administrative tasks when it comes to announcing UNFCCC meetings, registering delegations, writing reports, etc., on the other hand you get the chance to be part of an exciting commission (IPC) in a large international organization, you can broaden your horizon by attending UNFCCC meetings and do a lot of content-related work when prepping delegations, or searching for youth involvement opportunities related to climate change.

IFSA's status as an by UNFCCC admitted NGO enables IFSA members to attend meetings of the UNFCCC bodies as part of an IFSA delegation. The highlight of the year is the annual Conference of Parties (COP), which is the supreme-decision making body of the convention. The time before COP will be the most hectic but also most exciting time of your term of office as you will be responsible for the IFSA delegation.

The rest of the year will be what you choose to make out of it. Besides smaller UNFCCC conferences/meetings which need to be announced to the IFSA community you can search for ways of educating young foresters about the UN-Climate Process or do a lot of strategic and content-related work within the IPC-commission. You really can be creative!

Desirable Skills (see these as recommendations)

- Good verbal and written communication skills
- Background in climate change policy
- Schedule that allows to attend COP22 in Marrakesh (7-18/11/16) for at least one week
- (French or Arabic language skills)

Tasks

- Be the contact person with UNFCCC
- Keep Head of IPC, members of commission, responsible, (president) updated about what happens in your sub-commission
- Write progress reports, update job description, articles, delegation reports(!) and other documents as required by the Direction
- Inform IFSA members about participation possibilities through mailing list and social media
- Organise delegations for UNFCCC events (COP, Bonn Climate Change Conference, AdHoc Working Group, etc.)



# CBD Sub-Commission

As you may know, the Convention on Biological Diversity was concluded as an integral part of the preparatory process for the 1992 United Nations Conference on Environment and Development, also known as the "Earth Summit". The objectives of this Convention are the Conservation of Biological Diversity, the sustainable use of its components and the fair and equitable sharing of the benefits arising out of the utilization of genetic resources, including by appropriate access to genetic resources and by appropriate transfer of relevant technologies, taking into account all rights over those resources and to technologies, and by appropriate funding. The last Convention in 2008 concluded that 150 species on average disappear every day. We represent the future generation and therefore we have a great responsibility for tomorrow's decisions. The current importance of biodiversity is something that the future professional foresters will have to face. It is a new conception for all foresters to think about. This is a new vision that IFSA is trying to promote among the students and the young society since it is becoming a main issue in forest management.

The duty of the IFSA -UNPC-CBD Sub-Commission Coordinator is to promote and divulgate what has been done in this Convention and to call the attention of International students to this important international agreement. We can write articles, discuss opinions, and prepare seminars or other type of events regarding the objectives of this IFSA Sub-Commission. We can also be present on the Conferences of the Parties (COP) of this Convention organized by the United Nations. The year 2008 we sent a delegation from IFSA of 10 people to the COP 9 in Bonn (Germany). It was a great opportunity to get involved in international policies and biodiversity and of course to have a wonderful time and meet people from all over the world (6000 participants). So my suggestion is: Take action! Pay attention to what is surrounding you and take care of the Biodiversity richness of our planet.

# Forest Europe Sub-Commission

Previously “Ministerial Conference on the Protection of Forests in Europe”.

Forest Europe is a Pan-European voluntary high-level political process for dialogue and cooperation on forest policies in Europe, and promotes sustainable forest management since 1990. Every four to five years a Ministerial Conference on the Protection of Forests in Europe (MCPFE) has been held since then. The process was initiated because of the forest death going on in Europe at that time, and the realization that joint measures needed to be taken to protect the forests in Europe was recognized.

Forest Europe is an ongoing dialogue between the signatory states, the European Community, the observer organizations (which IFSA has been part of since 2005) and the observer countries. It is also a platform for cooperation on policy and science.

One of its major achievements has been the development of guidelines, criteria and indicators for Sustainable Forest Management (SFM) in Europe. Besides that, they, as most policy processes, produced a whole lot of declarations, resolutions, and decisions that are all voluntary and not legally binding. At the MCPFE in Oslo 2011, a committee (INC) was assigned to work out a Legally Binding Agreement (LBA) for forests in Europe, which could have been a major stepping-stone in international forest policy. However, this was not the case.

This Intergovernmental Negotiation Committee (INC) worked on a European forest convention in the framework of Forest Europe, in 2012-2013. The process, led by Jan Heino, conformed and agreed on a convention text. The draft of the LBA included agreements on definitions, including what we mean by “forests” and “sustainable forest management,” and other core concepts. The committee also successfully agreed upon the objective and principles for a future forest convention, however this agreed draft text was never adopted by the MCPFE.

The parties in the INC process were also able to agree on criteria for sustainable forest management as a legally binding guiding framework for policy development on forests and their management. But due to political reasons, the LBA was never materialized. The main reason for this was that no agreement could be reached on the host for the secretariat, which is the headquarter for the governance body.

At the MCPFE in Madrid 2015, it was decided that the work by the INC should serve as a basis for future considerations on a LBA. It was also agreed that the negotiations will be continued at the latest year 2020. Spain also handed over the precedence over the process to Slovakia for the next period, so the next Ministerial conference will be held in Bratislava.

## Duties for head of sub- commission for forest Europe

The Coordinator of MCPFE sub commission is the contact person between IFSA and MCPFE/Forest Europe. His/her job is to be in contact with IFSA Direction, Head of IP Commission and the MCPFE. The coordinator of MCPFE sub-commission will maintain and strengthen bonds between both organizations. The duty of the Coordinator is to promote the MCPFE to all forestry students in IFSA and to announce and attend different preparatory and negotiation meetings (expert level meetings) and actively look for further integration opportunities. He/she should prepare a delegation for the MCPFE and report the meeting results. (IFSA sent three representatives last year). As an observer organization, IFSA is frequently asked to give its opinion about the different processes, which are occurring within Forest Europe. Therefore, when asked, the coordinator should write a statement explaining IFSA's opinion about these processes. The coordinator may also be asked to read it in front of the assembly during the conference.

### **Read more!**

[www.foresteurope.org](http://www.foresteurope.org)

<http://www.ifsa.uni-freiburg.de/2015/ministerial-conference-forests-europe/>

# Communications Commission

The Communications Commission is responsible for managing communication channels like Social Media and the Webpage on IFSA, and for developing communicative material such as promotion material and educative material to share through internal and external channels.

The Head of Communications Commission oversees its 3 subcommissions and tries to ensure that all communicative material is shared through the right channels. following the Communication Strategy.

The person who takes on this position should have good organization skills, as managing 3 subcommissions requires both time and dedication This person oversees that the webpage is up-to-date, and that important internal and external messages are shared with the adequate exposure though each of the media channels. This person constantly reviews and adds suggestions to the communications strategy. He/she needs to be constantly updated with the IFSA events that happen worldwide, to see which of those need promotion material (banners, pins, pens, stickers etc— especially for delegations).

This position is as fun and creative as you wish to make it! If you have new ideas on what the IFSA communications should include, this is your great chance to bring your thoughts to life.

Time management suggestion: 3-5 hours per week.

# Web Sub-Commission

The Web commission is responsible for the management of the IFSA website and Social Media. The web commissioners work as a team in close cooperation with all IFSA officials, but particularly the IFSA7, to deliver a functional and content rich website as the professional front of the IFSA brand.

## Primary Duties

The head of the commission is tasked with overseeing the members within the team, to ensure the duties as listed below are completed as required and to a high standard. The head of this commission is responsible for a consistent and constant oversight of what is happening within their team and what is needed to further enhance the website. The head should provide high quality leadership to the commission, ensuring a fair and sensible division of workload and responsibilities. This is best achieved through a frequent and fluent communication between the members of the team. The head of the commission must maintain communication with the IFSA7 to deliver the desired outcomes of the direction and broader IFSA community.

Managing the website and associated email functions involves a range of tasks which are typically spread evenly across the duration of the year. Such tasks include:

- general upkeep of content to refresh it in line with changes within IFSA and its associated partners
- frequent posting of news articles including, but not limited to, open calls for positions, major event participation, new partnerships, feature articles and IFSA events
- uploading of new issues of IFSA News
- the posting of events to the calendar as provided by IFSA officials
- moderation of comments posted to the website
- frequent monitoring for the release of updates to the website software, plugins and themes
- manage and correct issues which arise with the website, backup systems, hosting service and email forwarders
- engaging in consistent discussions with other Officials to gather content and information to deliver to the IFSA audience
- identify new and innovative features and content for the website.

Such tasks as identified above are required throughout the entirety of the year. Immediately following the annual IFSS, the following tasks must be completed following official changeover:

- The update of the official lists on the website – these concern all officials including IFSA7, Liaison Officers, Regional Representatives and the Commissions.
- The upload of updated documentation from the IFSS event including the newly adopted statutes and accepted minutes.
- The updating of all email forwarders via cPanel to setup incoming officials with their emails.

Those tasks are typically only completed once per year, except in exceptional circumstances such as a mid-year change of an Official.

## Required abilities

Managing a website can be a technically challenging task, so first and foremost computer literacy is a requirement for taking on the role as head of this commission. The IFSA website is a significant public face for the association's brand, and is a platform used by many forestry students and industry professionals to collect and share information.

The following abilities are preferential, but not always essential, to succeeding in this role:

- Experience in managing a website, in particular Wordpress.
- Knowledge in HTML and PHP programming languages.
- Knowledge of how email forwarders function.
- A basic understanding of cPanel.
- A high standard of written English.

Whilst it is preferential that the Official is knowledgeable in the technical areas, as Wordpress and cPanel are widely used across the internet there is significant online support to help develop the required skillset. As the website is generally well kept, the learning curve is not too significant.

#### Social Media

This oversees the management of IFSA's interests in the social media space. Currently IFSA utilises two main social media channels in Facebook and Twitter. These are seen, in collaboration with the IFSA website, as critical public faces for the association's brand.

#### **Primary Duties**

The head of the sub-commission is tasked with overseeing the members within the team, to ensure the duties as listed below are completed as required and to a high standard, but also in reporting to the head of the Web commission. The head of this sub-commission is responsible for a consistent and constant oversight of what is happening within their team and what is needed to further enhance the website. The head should provide high quality leadership to the sub-commission, ensuring a fair and sensible division of workload and responsibilities. This is best achieved through a frequent and fluent communication between the members of the team.

Managing the social media channels involves a range of tasks occur consistently throughout the year and can often require daily interaction. Such tasks include:

- delivering updates to both the IFSA Facebook page and Twitter account; these updates may include announcements, questions to the audience, news items, and other general notices
- responding to public enquiries made against Facebook posts and tweets
- engagement with IFSA partners by sharing or retweeting the content from their respective social media accounts
- managing the IFSA Facebook group including the approval of new members and vetting new public posts
- responding to public enquiries received via private message on Facebook and direct message on Twitter, directing enquiries to more suitable contacts if required
- identifying new strategies to increase social media engagement and IFSA brand recognition.

***Required abilities***

Managing IFSA's social media channels as the head of the sub-commission is a fun and rewarding role. No previous experience in professional social media is required, but adaptability is certainly a required trait. As IFSA utilises English as its official language, fluency in written English is required to uphold a professional public image for the association.

# Publications Sub-Commission

The objectives of this are the following:

- Be a journal where students can publish their first scientific articles
- Be a channel of information and aid exchange of experiences between IFSA members
- Be one of IFSA's promotion materials, i.e. an informative and attractive journal that catches the interest of students, potential members, IFSA's professional partners' sponsors etc.

Being on the Publications Sub-Commission is one of the important responsibilities in IFSA. The main activity of the Sub-commission occurs 4 or more times a year when the journal deadline is reached. At these times, the commissioners have to allocate a decent chunk of time to the editing and layout of the journal as well as chasing up/writing the last articles, photos or other goodies to fill possible empty pages.

The tasks of the Publications commissioners can be portrayed as follows:

- **Choosing topics**

Before the publication of each journal, topics should be chosen according quality standards. Topics on current forest science and natural resource management issues should be preferred for publication and/or should be connected with discussions going on in IFSA.

We have chosen to focus especially on scientific articles in order to give students the opportunity to publish their first scientific works in our journal. The best articles on IFSA events will also be published regularly.

There are many opportunities!

- **Articles**

Many announcements of deadline(s) and topic(s) should be made on the IFSA world mailing list to call for articles and the details should always be available on the IFSA Homepage. We also strongly recommend approaching individual students for articles on IFSA experiences, book reviews etc. Often you will need to ask students to ask other students (perhaps not directly active in IFSA) for articles and here, personal contact (e.g. in the IN-commission member's LC's) is always the best!

Always ask writers to get their article checked by a friend who has good written English skills (see recommendations below) or make use of the language commission. Articles should always be supplemented by photos – in case the authors have none, often other IFSA members can help out. The IFSA News team has been working on enhancing the standard of articles. For example, it should be obvious that all students use references in their article (which is unfortunately not always the case at the moment). Furthermore, one or two articles presented by a recognised researcher or practitioner working with the topic of the journal is always a good input. (For contacts you can always ask e.g. consulting members of IFSA). Fun elements such as cartoons, a feature tree and similar ideas are great



additions.

- **Editing**

A person with very good written English skills or close cooperation with the Language Commission is required for the editing job. The editor receives all articles and has to check them for spelling, grammatical mistakes and wording. Sometimes the editor needs to reduce the size of an article or rewrite paragraphs in order to make the meaning clear – so it sometimes also takes a bit of imagination. Short notes are also made for photos, graphic etc. Under every article is written the author's name, university, email.

Photos or graphics should be sent by the authors via. If not we try to chase up photos for the articles where it is useful as early as possible before printing via contacting the authors by email. For the cover picture always try to get a high quality/ high resolution photo that fits to the main topic. It might suit the new layout to every now and then have a cut out, a black and white picture or a comic.

- **Estimated work-time per issue:**

Depending on the number of active commissioners one weekend to edit one journal issue if everything runs very well. Besides of that, collecting articles and making calls requires some constant work.

- **Layout**

Layout is done by the Marketing Sub-Commission. The final draft of the layout is then sent to IFSA 7 and the Communications Commission to proof-read.

- **Sponsors**

In recent years we obtained several advertisements journals by getting into contact with sponsors. We met at international meetings and keeping contact with the supporting/consulting/honorary members. They should receive at least one issue of journal per year, together with a letter thanking them for their support and asking for more in the years to come.

A close cooperation with the treasurer and the fundraising commission has been established during the recent years and is crucial to be continued.

An emerging possibility would be to ask (European) universities to advertise their M.Sc. and PhD courses which they would have to introduce by 2010 at the latest according to the Bologna principles. An almost complete list of universities offering MSc/PhD courses in forestry and nature conservation fields is available from this year's IN editors or can be downloaded on [www.fao.org/forestry/for/forc/free/foedu/foedu.stm](http://www.fao.org/forestry/for/forc/free/foedu/foedu.stm)

# Marketing Sub-Commission

The main task of the Marketing Sub-Commission is to provide and supply IFSA with all kinds of promotion material, thus helping IFSA to get well recognized in the forestry world.

In recent years IFSA has become more and more active in conferences and other similar activities. It often happens that IFSA delegations are not only participating in these events but also get involved either as an exhibitors or even contribute to the organization of such events. The PMC should ensure that IFSA's corporate identity and design is sustained, by providing uniform and updated promotion material.

- Flyer: IFSA flyers are among the most important promotion material for all conferences. The promotion material commission has to regularly update the content of the flyers
- Posters: Advertising or scientific posters (e.g. outcomes of surveys) for partner conferences (e.g. IUFRO World Congress, Forest Day at UNFCCC) should be provided by the PMC. The commission has to take care that all information is updated and the posters fit to the corporate design and identity of IFSA.
- Booth: Some of IFSA's professional partners offer IFSA the unique opportunity to promote itself with a booth stand during their conferences: PM should be in charge of the designing and organising these booth stands
- The subcommission should provide all IFSA officials and delegations with the needed material (e.g. IFSA PowerPoint templates, IFSA Letterheads, IFSA business cards)
- IFSA has recently changed its Logo. Although some time has already passed by the old logo is still used in different media. PM commission should take care that only the new logo is used.
- The marketing subcommission should provide IFSA and its partners with a constant flow of promotion material which can be sold to the benefit of IFSA (e.g. IFSA pins). This has to be self-supporting.
- Communication with the Web, Social Media, and IPC Commissions as well as Council
- Creating files such as logos, poster, flyers or any other printable material upon request by any IFSA member with a specific purpose such as but not limited to advertisement, events or conferences
- Keep the created materials up to date, especially flyers, where the content should undergo an annual review
- Keep templates accessible and up to date

## **Desired abilities:**

Knowledge of the most common designing software (e.g. Photoshop) and experience with the common file formats (e.g. Vector graphics, difference between e.g. TIFF and JPEG) is welcomed.

## **Designing new Items/corporate design**

To sustain the corporate design and identity of IFSA the PMC should not only use the given logos and colours, but also stay in contact with other commissions dealing with IFSA designs (Web Com and IFSA News) PMC takes a leading role in this issue and should provide the named commissions with the newest designs and information.

IFSA tries to be eco-friendly. Always consider using eco-friendly material when creating new promotion material

**Changer over notes**

- Check the editable files that were created the year before to ensure access to them
- Review content of created materials for flyers (or other promotion materials) that are going to be used again and update if necessary
- Advise people that want something created to give specific parameters and provide text if possible
- Allow for enough time when creating posters, flyers, etc.

**Estimated Workload:**

Highly depends on the amount of active commissioners. Most of the work is project dependent. There might be weeks without any work and weeks, especially before conferences, with a lot of work.

**Head of Commission:**

The head is the coordinator of the commission. His/her main responsibilities are to have a constant overview of what is happening within his/her team and what is needed about the site. The Head should lead the commissioners to an agreement regarding the division of the workload and responsibilities. This is best achieved through a fluent communication between the members of the team, chats or other media. Good communication is also essential with IFSA7 (IFSA executive board), Communications commission and fellow subcommissions

# Forestry Education Commission

As the worlds' biggest association of forestry students forestry education has always been a topic that accompanied IFSA. At the IFSS 2010 in South Korea this topic was brought into a concrete form within our organization by building a Forestry Education commission.

The FE commission's job is to improve forest education worldwide. This can be done on many levels and the commission therefore consists of two subgroups, which are coordinated by the head of the commission:

- Sub-group for Practical Activities
- Sub-group for Policy Matters

## **Sub-group for Practical Activities**

The sub-group for practical activities work on ways IFSA students can improve forestry education.

Its tasks are:

- Assist LCs, which want to start activities in schools in order to promote forests
- Help with other activities of LCs, which raise the awareness of the public for forests and forestry
- Support the IFSA in meetings and other events, which facilitates exchange in forestry education topics
- Create study material that can be interesting for IFSA members accessible through IFSA world
- Inform all IFSA members about existing forestry courses and workshops

## **Sub-group for Policy Matters**

Because IFSA is the only organization with members from all around the world, IFSA is considered an important player when the topic falls on the future for forest education, a topic that is still under increasing awareness from all parts of the forest sector. This sub-group is focusing on IFSA's role in international forestry education policy processes.

Its tasks are:

- Create and update internal position paper on IFSA's opinion on forest education to use for the president and other officials that may participate in meetings where forest education will be discussed
- Organise the students session on Silva-network and ISFE conference (both next in 2012)
- Content, main focus
- Speakers
- Use surveys in order to find out existing problems in forestry education and potential for improvement, what forms the basis for creating position papers. Through a close connection to the

training commission the results of the surveys can be used to show areas, in which training is useful and necessary.

### **Head of the FE Commission**

The head of the FE commission coordinates the work of the commission.

He/She is responsible for:

- Within the commission set up a strategy for the FE commission
- Distribute tasks within the commissioners
- Spread important information from IFSA7 and other officials within the commission that concern the commissions' work
- Enable an exchange between the commissioners e.g. through Skype meetings
- Ensure strong communication with IPFE and be active in workshops, surveys and actions undertaken by the partnership
- Be the focal point to the IUFRO Task Force on Forest Education
- Together with LO IURFO maintain a strong collaboration with IUFRO and FAO in the field of forestry education through joint activities undertaken by the partnership
- Attend events concerning FE, if possible
- Be in close contact with other partners in forestry education
- Include new commissioners in the commission
- (Help the training commission by showing where there is need for improvements in forestry education)

# Capacity Development Commission

The Capacity Development Commission manages and coordinates the training-system of IFSA, with the aim to give IFSA students chances to develop and improve various skills. Training for IFSA officials and other IFSA students should improve their work for IFSA and help them in their present and future professional life. The Training Commission is informing the IFSA members about external training events and additionally organizing IFSA training events with external or internal trainers responding the needs within IFSA.

## **Main Goals of the Capacity Development Commission:**

1. Train IFSA officials and Local committees
2. Improve IFSA work
3. Enrich formal education
4. Giving IFSA members the chance for self-improvement

## **Tasks for the Capacity Development Commission are:**

1. Coordinate IFSA participation at external trainings
  - Keep updated about external trainings
  - Forward information about external trainings
  - Help applicants with their application if needed
  - Follow up after participation at an external training
  - Coordinating reports of participants
  - Work closely together with LO IFISO
2. Encourage the organization of internal training events
  - Suggest topics of training
  - Find OC for internal training events
  - Support OC in finding trainers and preparing the time schedule
  - Keep in close contact with IFSA7 and other officials to be aware of the trainings that are needed
3. Encourage the OCs of regional meetings and IFSS to include training-courses in their meeting
  - Contact OCs of the meetings in all regions
  - Suggest training topics

- Support OC in finding trainers and preparing the time schedule
4. Find funding for trainings
    - Work closely together with Fundraising Commission
    - Prepare a yearly budget for trainings
    - Apply for EU-Training Grant
  5. Encourage IFSA students to get trained as trainers (long-term)
- Encourage IFSA-students to attend Train-New-Trainer-Events of other student organizations

**Tasks for the Head of Training Commission:**

- a. To overlook the activities of the commission as a whole and ensure that the commission is on track with the overall goals of the Capacity Development Commission.
- b. Write the quarterly and annual reports
- c. Organise monthly Skype meetings with all commissioners
- d. Attend the official Skype meetings
- e. Remain in regular contact with LO for IFISO to coordinate the responsibilities for external events – Stay in close contact with IFSA 7 and all officials to be aware of the training needs in IFSA

# Mentorship Sub-Commission

The Mentorship Sub-Commission was established in recognition of the increasing emphasis being placed by IFSA's partners on the importance of youth mentorship, and the need to promote and coordinate mentoring programs across our various partnerships. This sub-commission liaises closely with IFSA officials and our various partners to identify opportunities for promoting mentoring initiatives, such as conference-based programs, peer-to-peer networking, or long-term youth-professional mentoring programs, and works to develop resources and frameworks to support the design and implementation of these programs.

## Goals:

- To support the personal and professional development of forestry youth
- To provide youth with guidance in identifying and achieving their goals
- To encourage inter-generational dialogue and knowledge exchange
- To facilitate networking between youth and more senior professionals
- To build the confidence levels and skills of youth to become more actively engaged in forest and landscapes issues
- To act as a centralised source of resources and program coordination for mentorship of forestry youth

## Key tasks and responsibilities:

- Develop and maintain mentoring resources, such as program frameworks/guidelines, application forms and assessment tools, workshop materials and FAQs
- Support the ongoing coordination and development of the Youth in Landscapes Initiative mentoring program, including future intakes at the Global Landscapes Forum
- Liaise with IFSA officials, in particular LOs and the International Processes Commission, to identify opportunities for implementing conference-based mentoring programs (i.e. at events run by IFSA's partner organisations)
- Provide advice to youth and professional organisations on developing mentoring initiatives
- Develop a database of mentoring initiatives and potential partners/opportunities

## Position requirements:

- Strong sense of initiative and self-drive
- Ability to work on your own as well as in teams
- Excellent written and verbal communication skills (both formal/professional and informal)
- Creativity
- Strong inter-personal skills and awareness
- Public speaking and group facilitation skills



# Liaison Officer

This position was created to release the president of a great number of emails and formalities so that he can save time for these other missions. Thus the LO is a kind of President's "secretary" in charge of a Partnership. He/she can't decide for IFSA and must contact the IFSA direction before all decision. To be very efficient the LO must make a selection with all the email that he/she receives and forward only important emails to the President. The IFSA Liaison officer shall be appointed for a one year term at the annual International Forestry Students Symposium (IFSS). The officer's duties involve:

- Maintaining regular e-mail contact with both the IFSA President and the partner organization.
- This includes:
  - prepare a systematic calendar of the main events of the partner organization stressing the events in which IFSA could participate (including: date of event and deadlines for application) and discuss with the president about possibilities (see attachment 1)
- try to organize one event in which the LO and president take part, for the latter to be introduced to the partners
- discuss issues with the IFSA president and when necessary with the IFSA direction before taking decisions
- write a quarterly report for IFSA and for partner organization
- Write an annual report with the main important facts of the year
- Work with both parties to find suitable arrangements for collaborative activities:
  - conferences, seminars, workshops, awards, internships
  - online forums
  - networking opportunities
- The liaison officer shall attempt to coordinate at least one joint activity every term.
- Raise awareness of one organization to the other
- write articles for the newsletters of the respective organizations and IFSA
- update online notice boards with relevant events (IFSA web page and partners web page)

- The liaison officer shall attempt to have at least one published article in each of the respective organization's newsletters regarding some aspect of the other organization.
- Change over (very important for project with other organizations):
- After the term, provide the next LO with the following information
- Overview about the partner organization and history of cooperation
- Ongoing projects
- Upcoming projects
- Ideas for the future
- Detailed contact information
- Advice about the main important docs to be read by the next person
- The liaison officer can be appointed for a second and subsequent term pending appointment at the relevant IFSS and agreement of the partner organization.

# Liaison Officer for IUFRO

The Liaison Officer to IUFRO is a secretarial role which coordinates the partnership between IFSA and IUFRO. He/she cannot make decisions on behalf of IFSA, but must rather consult the IFSA Direction before taking any actions.. In this respect the LO can be seen as a communicator of information between the IFSA Board and IUFRO, between IUFRO and the IFSA Board, and between IUFRO and the broader IFSA membership.

For efficiency and streamlining of communications, he/she must select only relevant and important emails to forward to the IFSA President.

The officer's duties involve:

- Maintaining regular contact with both the IFSA President and the partner organization. This includes:
- Preparing a systematic calendar of the main events of the partner organization stressing the events in which IFSA could participate (including: date of event and deadlines for application) and discuss with the president about possibilities
- Trying to organize one event in which the LO and the president take part, for the latter to be introduced to the partners
- Discussing issues with the IFSA president and when necessary with the IFSA direction before taking decisions
- Coordinating with the holder of the IFSA/IUFRO Joint Position and the IUFRO Joint Task Force on Forestry Education
- Collecting applications for internship positions at IUFRO HQ, checking that they meet criteria, and forwarding them to IUFRO
- Organising IFSA delegations to IUFRO events, including collecting and processing of applications.
- Writing a quarterly report for IFSA and for partner organization
- Writing an annual report with the main important facts of the year

- Working with both parties to find suitable arrangements for collaborative activities: Conferences, seminars, workshops, awards, internships
- Online forums
- Networking opportunities
- Raising awareness of one organization to the other
- Writing articles for the newsletters of the respective organizations and IFSA
- Updating online notice boards with relevant events (IFSA web page and partners web page)

The Liaison Officer shall attempt to have at least one published article in each of the respective organization's newsletters regarding some aspect of the other organization.

# Liaison Officer for CFA

According to the IFSA Statutes, the duties of the CFA Liaison Officer are

## **Maintain regular email contact with the IFSA President and the CFA**

In this position, you, as CFA LO, need to be motivated to find and follow opportunities with the CFA. If you do not email the CFA and start discussions then the partnership will not achieve anything. The CFA may contact you occasionally if they want to ask for your help, but usually it will be up to you to make things happen!

Contact the IFSA President after you have discussed options with the CFA and need permission to continue with an idea, also consider if you should cc: the information to all of IFSA7. You can also contact the IFSA President if you want some advice, want to discuss possibilities, or to see if an idea would be feasible from IFSA's point of view. If you want more advice or help you could also contact the ex-CFA LO.

## **Prepare a systematic calendar of the main events of the CFA stressing the events in which IFSA could participate**

The CFA often doesn't know exact dates until further into the year so you should ask or remind your CFA contacts to give you details of upcoming events every couple of months, not only at the beginning of the year. Once you become aware of dates and deadlines make sure to pass this information on to IFSA.

The main events that IFSA can be involved in are:

- The CFA Annual General Meeting (you and the IFSA President),
- The CFA General Assembly (you and the IFSA President)
- The 2010 Commonwealth Forestry Conference in Edinburgh (anyone in IFSAWorld)

The main awards offered by the CFA that IFSA members could apply for are:

- The Young Foresters Award
- The Young Scientist Publication/Research Award

You should attend at least one of the AGM or General Assembly with the President so that you can both have a good introduction to the organization.

**Write a quarterly report for IFSA and for the CFA and an annual report with the main important facts of the year**

This is the only 'administration' requirement of your work. It is important to tell people what you have been doing as in your work as CFA LO and what plans you have for the future because most of the contact you have will be between the IFSA President and the CFA, so the rest of IFSA may not know what goes on behind those doors without these reports. It also is important to identify problems you encountered during the year and possible solutions for these. This may help future CFA LO's and also officials in other positions.

**Work with both parties to find suitable arrangements for collaborative activities**

This can include conferences, seminars, workshops, awards, internships, online forums and other networking opportunities. A couple of collaborative activities have already been mentioned, such as the Commonwealth Forestry Conference, but keep your ears and eyes open for more possibilities! The CFA often advertises international workshops and job opportunities so look out for these. Ask the CFA first to see if these opportunities could be open to IFSA students and don't be afraid to email any and all ideas you have to the CFA and ask what they think. They are always open to considering new ideas and will support any collaborative activities if it is possible.

**Raise awareness of one organization to the other**

In the beginning the CFA will ask you to write an introduction about yourself to put on the CFA website. This is important to make you known in the CFA world. You should try to write at least one published article for the IFSA News and CFA Newsletters regarding some aspect of the other organization to help in raising awareness.

To refresh people's memories and inform them of what is happening in the CFA, try to update the IFSA webpage and forum every now and then and send emails to IFSAWorld with news and to advertise opportunities. In particular, don't forget the IFSA Forum as this is becoming an increasingly important tool.

The CFA also releases for newsletters per year. The CFA will send an electronic copy to your email address so remember to forward this on to all IFSA members. IFSA pays for this newsletter, so don't forget!! Although it hasn't happened yet, we have discussed the option of making the IFSA News available to CFA members, so this is something you should organize soon into your term (discuss with the IFSA President!).

# Liaison Officer for EFI

To be the LO for EFI you have to keep communicating with EFI headquarter. It is better if you stay nearby the headquarters (not necessary). Every year you have to check the membership of IFSA in EFI and check the MoU between EFI and IFSA. To do this, you will be helped by IFSA Seven especially President. You will intensively discuss this matter until we finally can establish the cooperation between IFSA – EFI. But, you don't have to worry to spend all of your time, no. You just need to plan the time of you for doing this and the rest of yours, go for your own life.

Main tasks:

- Involve students in EFI's events and projects (research projects as trainees and for master's thesis and PhD positions to gain work and research experience)
- Get students to participate and inspire them being involved in EFI events and conferences

EFI's main event is the annual conference and IFSA should be presented there. The LO with IFSA president and other IFSA delegates present IFSA and the voice of youth. During the past few years more IFSA students are invited to join the annual conference as observers without a participation fee.

It is highly encouraged and even expected that IFSA has a small presentation during EFI's annual conference. During the past few years we have managed to have short keynote speech about the latest developments in IFSA activities. A presentation (10-15 minutes) and overview about IFSA including some questions is ideal. The content can be design with the president. IFSA also contribute to the conference as volunteers to help with different tasks needed during the event. In the long-run IFSA should increase the participation in EFI's other events and annual conference in panel discussions. EFI has shown a great interest in increasing youth involvement in their processes.

**Communication with EFI and IFSA network:** The LO is responsible to keep in contact with EFI HQ, director and director's assistants. At minimum 1-2 meetings per year between IFSA and EFI would be suitable. Open, easy, professional and reliable communication is with both organisations is expected.

EFI is a large research organization and they provide policy support, interesting trainee and work possibilities. EFI has also events (Think Forest) for members and summer schools, young scientist grants, young leadership programmes, which should be very well informed to IFSA network via e-mail and Facebook etc. Long-term aim is to strengthen our partnership and establish a mentoring programme and more discourse between EFI stuff and researchers and IFSA. Aim is to strengthen the partnership and increase EFI funding and possible establish a Young Scientist Award or something related for motivated and talented students.

# Liaison Officer for FAO

In order to get a clear idea of the job of the *IFSA Liaison Officer for the FAO* It is crucial to understand **A.** the mission and vision of the FAO, **B.** what it means to have an UN mandate (opportunities and limitations) and **C.** the history between the FAO and IFSA.

Please refer to the *IFSA Liaison Officer for FAO's Annual report 2010-2011* for a brief history outline of the cooperation between IFSA and FAO. For more information about the FAO you may wish to visit: <http://www.fao.org/about/en/> and <http://www.fao.org/forestry/en/>.

## Missions:

- Make the FAO reachable for students: The FAO has the potential to offer great room for students' involvement. Jointly, there should be ways explored to:
  - Involve students into specific FAO projects that contribute to the achievement of the missions of the FAO and IFSA;
  - Get students to participate and being involved in FAO events, notably events, conferences and workshops;
  - Offer students the possibility to gain first working experiences with the FAO in forms of internships or similar excellent learning experiences.
- Cooperate with the FAO to jointly support each organization's missions: Both organizations have specific missions, goals and visions. There should be ways found on how the work of each organization can contribute to the partner's work. These should then be actively undertaken and developed. A specific cooperation scheme is for example forestry education and education about forest and trees in the civil society.
- Sustain and develop the cooperation between FAO and IFSA: It is a necessity to continuously analyze the efficiency, the potentials and the limitations of the partnership between FAO and IFSA. It is also a necessity to find ways to create joint projects that may contribute to a positive development of the partnership. Joint projects are the most promising way to further develop the partnership.

## Tasks:

- Communication with the FAO: Constant communication with the focal points within the FAO has to be maintained. This mainly happens via email, Skype and more seldom phone calls. Furthermore, networking on conferences and private meetings with FAO representatives is also an important form of communication that the Liaison Officer has to undertake in cooperation with the IFSA President.
- Creation of joint projects: Through the communication with the FAO, but also through gathering ideas of students of IFSA the LO should take the initiative to create joint FAO/IFSA projects or find ways to involve students into FAO projects and vice versa. Examples of projects are: student delegation on FAO events and conferences; involvement of students in education activities of the



FAO; involving of FAO staff in IFSA projects and many more. Creativity is a key to a successful cooperation. However, the Liaison officer is to be seen as an overall coordinator, therefore this person should always cooperate with other students in IFSA that may help or even take the lead of single projects.

- Find and provide internship possibilities for students at the FAO. The FAO is eager to collaborate with young motivated and well skilled students. However, the FAO doesn't have means to support the costs of the internships. It is a great experience for a forestry student to acquire experience at the FAO. The LO should constantly communicate with FAO representative to find internship possibilities for forestry students in FAO offices and projects around the world. This can happen at the headquarters, the regional and national offices or in single on site projects. Up to now there are only limited internships opportunities at FAO. However, the strategy of the FAO is changing and the organization becomes more open to it. The IFSA LO will constantly need to emphasize on the necessity and actively make suggestions on how and where internship opportunities could be provided.

### ***Important: Recommendation for the new Liaison Officer for the FAO***

Unlike in other positions in IFSA, a Liaison Officer directly communicates with professional partner organizations. This often happens with high ranked people that require a certain level of experience and communication skills. Communicating with professional organizations in general has to be done very carefully. It requires a lot of experience and sensitive common sense. This is especially the case for young partnerships like between the FAO and IFSA. Communication that doesn't meet the professionalism requested at the FAO can seriously endanger the partnership between the FAO and IFSA. This is especially the case if IFSA asks the FAO for funds.

Therefore, it is strongly recommended that the LO to the FAO, similarly to other LOs, have **excellent English skills**; has acquired previous **experiences and skills in communicating and cooperating with professional partner organizations**; has a **deep understanding of IFSA** or other youth organizations, meaning that the person should have been involved for a longer time period in the organization. All in all, a **great and sensitive common sense** and the capacity for **strategic thinking** is the best asset to meet the requirements of this demanding position.

Creating joint projects and make them actually happen may often take a longer time period than the one year position terms in IFSA. A close collaboration between changing LO's is a necessity. Close collaboration with previous Liaison Officers for the FAO and the IFSA president is a requirement. Re-election of the IFSA LO for the FAO is recommended in the case there are ongoing projects and the previous year has shown excellent results.

# Liaison Officer for CIFOR

The LO CIFOR is responsible for maintaining and further developing the partnership with the Centre for International Forestry Research (CIFOR). As well as being the official focal point, the LO for CIFOR will be required to maintain regular communication with a diversity of staff within CIFOR, particularly within their designated focal point for IFSA, with contacts varying on the project or collaboration at hand. Key responsibilities involve:

- Maintaining regular contact with the CIFOR focal point and other key contacts;
- Subscribing to the monthly CIFOR newsletter and forwarding it to IFSAworld;
- Sharing CIFOR news, research updates, social media campaigns, job and internship opportunities, and other relevant information via IFSA's various communication channels;
- Communicating with regional and research staff to identify opportunities for IFSA students to collaborate; and
- Collaborating with CIFOR and various youth organizations to develop event concepts and for pre-existing key events, in particular the annual Global Landscapes Forum.

A large part of this position is focussed on working with various staff and volunteers at CIFOR and other youth partnership organizations on designing and implementing youth programs and initiatives at the annual Global Landscapes Forum. This event typically takes part in November/December of each year. This involves working with, and leading IFSA's representation on, Youth Steering Committees, with key tasks including:

- Developing new and innovative youth activities (eg. Youth Sessions and capacity building initiatives such as mentoring programmes);
- Marketing and communications (eg. writing and editing blog posts, social media outreach);
- Fundraising;
- Coordinating the IFSA delegation (running the application processes, liaising with CIFOR staff for registration, managing delegations during the event, compiling feedback and writing reports);
- Building collaboration and networking with other youth organizations;
- Identifying volunteer opportunities for IFSA students; and
- Acting as the on-ground IFSA Focal Point to manage the delegation, or if not possible delegating this task to another responsible IFSA Official.

To be successful in this role, the LO must have the following skills and qualities:

- Excellent written and oral communication skills (including excellent English language skills);
- Creativity, initiative and innovative thinking;
- Strong understanding of social media and marketing (or willingness to learn);
- Networking, team, and partnership building skills;
- Regular access to internet (particularly email);
- Leadership skills;
- Experience with or understanding of fundraising; and
- Willingness and capacity to dedicate at least 2 hour per day in the months leading up to major events.

# Liaison Officer for IFSA Alumni

The liaison officer for Alumni is a person who is representing a link between IFSA and professionals which contains most of former IFSA members . He/She should sift the information which will be forwarded to Alumni from IFSA. The whole idea about this position is to keep connected and keep IFSA alumni still involved in IFSA, also encourage Alumni to contribute IFSA, no matter by their experience or finance. For that the LO Alumni keeps the members updated about relevant IFSA events via e-mail. She/he also encourage organizing committees to invite alumni to regional and national meetings. It is also suggested to motivate the members to organize some events or meetings locally to stay in friendly contact with other alumni. One of the most important ways to connect alumni with IFSA is during bigger international events like UNFCCC; IUFRO world congress, etc. During these meetings there are many forestry students and many alumni who are joining anyhow. So it is a great chance to connect alumni with IFSA members. For that it is suggested to organize such meetings during these events in coordination with OC's, other LO's or responsible persons.

In brief, LO for alumni could:

- Forwarding essential information from IFSA to alumni as the bridge between IFSA and alumni
- Contacting regional meeting and IFSS OC to invite alumni attend IFSA meetings
- Organizing IFSA alumni events
- Connecting IFSA Alumni and current IFSA members in international conferences

As LO Alumni you will have to promote on one hand the alumni network to today students so they know they can stay in touch with IFSA by using the alumni network and on the other hand you have to promote it to already graduated students.

As LO Alumni you have a database of alumni which you will have to keep updated and try to stay in contact with them on a regular basis. He/she should send one e-mail at beginning of year to all alumni and present himself/herself to them with the plans and aims for the new period. He/she will need to update the database of Alumni which will be available at the Master folder and will be introduced during the change over by the former LO Alumni.

Another task is to motivate the alumni to additionally become Supporting members of IFSA. The LO is responsible to keep track of who paid, to make invoices and also to keep in regular contact with IFSA Treasurer who paid and who didn't. He / She should also make certificates or send thank you letter to supporting members. It is important for the Alumni LO to work closely to the Fundraising Commission.

According to IFSA Statutes (7.2), there is no type of IFSA membership called "alumni". It would be really useful if Alumni LO could contact with alumni and find out the definition of alumni and update the IFSA status in the General Assembly of the following year.

Time management advice: about 2-3 hours a week

# Liaison Officer for IFISO

If you choose this position your work will be a lot of fun and also broadening your horizon, you will meet interesting leading people from other international student organizations (mostly in Europe) and learn a lot about the functioning of organizations in different fields like medicine, psychology, geography, engineering and many more! It will develop your leadership skills and interaction to collaborate on all possible levels in order to strengthen your capacities through knowledge sharing and identification of common areas of involvement.

Be the link between IFISO and IFSA

- [ifiso.io@ifsa.net](mailto:ifiso.io@ifsa.net) has been subscribed to the IFISO mailing list. Read the emails from IFISO mailing list carefully and follow the discussion.
- Go to the IFISO meetings together with the IFSA President or any of IFSA 7 if President could not participate; IFISO meeting will be two times in a year, once in autumn and once in spring
- Attend the regular IFISO online meetings and forward necessary information to IFSA 7
- Share the information that you have got from IFISO meeting plus information about the other organizations on IFSA media channels (it includes IFSA website, IFSA world mailing list, LC mailing list, facebook, etc..)
- Advertise the Leadership Summer School (LSS), as well as student programs, and support IFSA members to attend it or be a trainer in the event.
- Advertise student events of IFISO partners and support participating IFSA students.
- Forward training events from different IFISO organizations to IFSA officials, such like fundraising training for Fundraising commission, IT training for Web commission, etc. Work closely together with Training Commission
- Help establishing connections between IFSA and other student organizations on the local level
- Inform other organization about IFSA events and invite representatives to join IFSA events
- Read the strategy, especially Part II about the implementation
- Write your progress report and prepare a good change over before the IFSS
- According to the experience, we strongly recommend an experienced IFSA member (who knows our organization well) to run for IFISO LO.

Below are some reminders for you to prepare the IFISO meeting. During IFISO meeting, it mainly discussed the challenges and opportunities of each association, shared their experience in order to compare different details of association. To prepare IFISO meeting, please consult IFSA 7 what you will present IFSA during IFISO meetings. We also encourage you to invite one of IFSA 7 to attend this meeting together with you.

You could visit the website of IFISO to know more about it: <http://ifiso.org/>

Time management advice: about 3 hours a week

# Liaison Officer for ITTO

The International Tropical Timber Organization (ITTO) is an intergovernmental organization promoting the conservation and sustainable management, use and trade of tropical forest resources. Its 71 members (33 producing and 38 consuming) represent more than 80% of the world's tropical forests and more than 90% of the global tropical timber trade. The organization has members in Africa, Latin America, Asia and Pacific. If you would like to have more information, you can visit the following website: <http://www.itto.int/>

The new LO ITTO will work efficiently with the contacts to ITTO and can continuously assure an appropriate dedication of work capacity. His/her work will be to manage the communication between IFSA and ITTO. Because, they are very interested in working with youth, IFSA members only has to ensure that they will work for the benefit of both.

## ***Main Goals of the LO ITTO:***

1. Finish the MoU worked until this time and establish an IFSA – ITTO partnership.
2. Work on concrete actions that will enhance the mandate of both organizations, and this way ensure a permanent commitment of both, too.
3. Inform IFSA about ITTO upcoming events, follow the schedule of ITTO events, the fellowships program and network to be aware and to look for any opportunity that IFSA members can have.
4. Enrich formal education.
5. Provide opportunity for students to participate at ITTO and ITTO partner events.
6. Coordinate delegation to ITTO and ITTO partner events.

## ***Tasks for the LO ITTO are:***

1. Maintain regular contact with both the IFSA President and the partner organization
  - a. Keep in close contact with IFSA7 and ITTO to be aware of the condition of the organizations
  - b. Keep inform IFSA7 about conversations and agreements between ITTO and the IFSA LO, especially in formal documents that [strengthen](#) the relationship of both
2. Work with both parties to find suitable arrangements for collaborative activities
  - a. Communicate with IFSA and ITTO about possible collaboration when there is an event from both organization to be held
  - b. Work on collaboration on activities
3. Coordinate IFSA participation at ITTO and ITTO partner events
  - a. Inform about upcoming ITTO events to IFSA world
  - b. Create an IFSA delegation and work together with the delegation to prepare IFSA participation to the events
  - c. Gather reports of the participants
  - d. Find funding to send IFSA delegations to the events
4. Raise awareness of one organization to the other

5. Take into advantage the communication line that the LO has with ITTO representatives, who he/she will work and be in continue communication, to implement a way of share experiences and the most important to know what is that ITTO looks in IFSA members every time
6. Ensure an efficient change over to the next liaison officer and provide support at least until the end of the calendar year