

Job Descriptions of IFSA Officials

Updated in July 2018

Introduction to some structural changes

For several year a revision of structure and statutes has taken place within IFSA. This year we will finally start going ahead implementing some changes.

1. First of which is adopting new Statues and Rules of Procedure (RoP), to get away from the time any money consuming changes to the legally binding statutes, and towards a more flexible RoPs that can be adapted annually according to the needs.
2. The second change and the one more important to these Job Descriptions: We want to take first step toward is implementing a new structure to IFSA, as the network has grown and management of the status quo is taking away a lot of time. Time to trim and use existing synergies.
 - A. As a first step we would like to reduce the number of Liaison Officers by three:
 - LO IFISO
 - The tasks will be partially handled by the board and an official concerned with fundraising and grants
 - LO Alumni
 - With the creation of the IFSA SAN (Supporter and Alumni Network) the position is not needed for the time being [However should be reinstated when IFSA SAN is fully operational and a more meaningful engagement with IFSA Alumni possible]
 - LO FAO
 - Will be moved to the International Processes Commission (IPC) as a Sub-Commission. This way all our UN involvement are handle within one Commission
 - B. Secondly we want to suggest some changes to the structure of Commissions aligning them with the IFSA 2018-2021 Strategy:
 - Communication will become Public Relation and focus mainly on external communication (Website, social media etc.)
 - IPC will grow by adding FAO and creating a Sub-Commission for UN Environment
 - The new Capacity Development Commission will bring together all activities within IFSA that enable, educate or train our members and official.

New suggested structure for Commission within IFSA 2018-19

Capacity Development Commission

It seeks opportunities to develop skills of IFSA officials and members by organising training sessions and sharing other skill development opportunities, ideally alongside IFSA delegations and IFSA Partner events. The capacity development commission creates new learning content and opportunities for IFSA members.

- **Forest Education**: Facilitating IFSA's engagement in the IUFRO IFSA Joint Task force on forest education, a partnership built to increase trainings on needed competencies, increase student mobility and increase visibility of global forest programs.
- **Project and Grants**: raises vital funds for IFSA and its activities through writing proposals for projects and grants while assisting the Treasurer with grant reporting objectives.
- **Publications**: generates Tree News, monthly news and content created by IFSA members
- **Mentorship**: facilitates the integration of mentorship programs in IFSA delegations and a new mentoring program for IFSA officials - consulting members
- **Cultural Competency**: inspiring a new IFSA culture with intercultural understanding through creating training programs and learning material for IFSA events

Public Relations Commission

Communicating what we do is core business, and this commission oversees it with support from the following sub-commissions:

- **Web**: oversees our website, keeping information up to date, and re-thinking format
- **Social Media**: manages our presence across social media platforms
- **Design**: prepares promotional materials and graphics as needed for IFSA

International Processes Commission (IPC)

This commission is responsible for the coordination and preparation of IFSA's contribution and delegations to forest related political process and United Nations (UN) functions outlined below. The commission is also a forum for the discussion and exchange of opinions on forest policy and conduit for forest students to increase engagement with national policies. Each of the six sub-commissions support a dedicated process or a UN Agency:

- United Nations Forum on Forests (UNFF)
- United Nations Framework Convention on Climate Change (UNFCCC)
- United Nations Convention on Biological Diversity (UNCBD)
- United Nations Food and Agricultural Organization (UN FAO)
- United Nations Environment (UN Environment)
- Forest Europe

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President

Background:

This role is not one of power but of service. The officeholder is ultimately responsible for all aspects of the organization - the shortcomings, successes, and even culture shared across its members - those in this position must take on this responsibility with immense humility, grace, and a willingness to problem solve. The President works to ensure that the IFSA membership is represented, inclusive, and growing in a way that is consistent with the organizations mission, vision, and spirit. The President is one of the 7 Board Members (consists of 3 Council members and 4 Direction members) and the head of the Direction. The President is also the principle representative of the Association and leads the management of all external partnerships.

The job of President is exciting and rewarding but also difficult and demanding work that requires you to make sacrifices in life. Those who take on this position must take the responsibility extremely seriously as they will need to be available for anything and everything – 12 months on the go. It is not possible to disappear without a very good reason or warning. You will also need reliable email access and a personal computer for efficiency across different time zones. There are several benefits to this position as being devoted to a global association is strong work experience universally recognized. It also provides an opportunity to meet very interesting people and to develop skills normally impossible to gain in one's studies.

Duties:

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

Enhance the opportunities available to the IFSA Membership through active representation

1. Develop and enhance partnerships with organizations and companies globally
 - a. Attend, actively participate, and promote IFSA in as many forestry and related science organization meetings as possible
 - b. Ensure Liaison Officers, partners, and IFSA officials work in strong collaboration to deliver value to IFSA Partners
2. Actively take part in international events where possible, guide interventions made on behalf of the organization
3. Represent IFSA and the interests of youth through participation in international fora and events.
4. Seek and implement joint projects, particularly those engaging LCs, with partners in the field of forest education and other activities related to sustainable management of forests and/or sustainability

Deliberate on central, and potentially sensitive, IFSA matters, challenges, and opportunities

1. Raise discussions with IFSA on the priorities and distribution of funds
2. Consider the IFSA culture and ensure progress of the Cultural Competencies Sub-Commission and/or similar activities
3. Devise and implement solutions to longstanding IFSA problems
4. Serve as a point person for IFSA officials and members who encounter issues

Facilitate the growth and quality of the IFSA membership experience while fostering a strong IFSA spirit

1. Facilitate the growth of membership
 - a. Focusing efforts on less active regions of IFSA to expand partnerships, increase value and ultimately quality of membership.
 - b. Work with partners to identify contacts in different IFSA regions to expand work
2. Enhance the quality of the IFSA membership experience

- a. Coordinate with regional representatives during regional meetings to create open lines of communication between the Board and IFSA regional meeting participants
- b. Send a video to IFSA membership detailing key matters, new updates, and opportunities to IFSA regional meetings
- c. Endeavour to send at least one Board member to each regional meeting
3. Provide regular updates to the IFSA membership
 - a. Contribute to monthly IFSA newsletters to inform members about work being undertaken within
 - b. Undertake quarterly website and IFSA Blog reviews with IFSA Officials to ensure information is up to date

Facilitate IFSA's operational tasks and activities

1. Preparing and chairing General Assembly and Interim assisting the IFSS OC where possible
2. Establish the 'Reporting Task Force' that announces the IFSA Annual Survey and publishes results
 - a. The reporting task force will be involved in monitoring and evaluating of IFSA progress in key areas
3. Assist Vice President in preparation of IFSA's annual report
4. Prepare and complete documentation for grants, grant reporting, and letter of agreements for funds
5. Seek innovative and diversified funding sources to support needs (internships, grants, joint positions, project funds, etc.)

Create a strong, connected team in the IFSA Board and IFSA Officials

1. Increase functionality and productivity of IFSA Board through chairing Board and Direction meetings
2. Encourage and involve all members and create a motivating and pleasant working atmosphere.
3. Coordinate monthly Official meetings where IFSA officials can provide short updates on work and their personal lives. IFSA Officials are those who you share your difficulties with when you need help and celebrate common achievements! They can become a second family.
4. Ensure continuity through facilitating the maintenance of detailed and accurate records of IFSA activities (partnership status, past successes and failures, etc.).
 - a. This includes guiding IFSA officials in how changeover documents should be maintained and the management of the Officials Master Folder.

Skills:

The role is demanding and can often involve moments of high pressure and stress. You need to be:

- hardworking and well organized
- flexible with the ability to listen to others
- be able to delegate and coordinate, while setting and keeping priorities (can be learnt)
- be cross-culturally competent and able to modulate analysis and reactions to the diversity of cultures present in the IFSA membership
- comfortable with public speaking and networking (can be learnt)
- knowledgeable about the IFSA organization and its work
- strong writing ability and diplomacy
- to be filled with the spirit of IFSA and a passion for serving the IFSA members

Collaboration (Relationships):

IFSA Board and Direction: This group will help you make decisions and carry out the most important tasks regarding partnerships and internal IFSA decisions.

IFSA Partnerships and Processes Officials, overseeing Councilor: You will guide these officials to work together and add value to partnerships by sharing knowledge and experience.

IFSA Partners and Heads of Organizations, Countries, etc.: These will be the individuals you liaise with to deepen partnerships, explain the work of IFSA and the growth of our membership, you may also seek joint-projects and funding from these individuals. It is important to develop these relationships over time and maintain regular contact.

IFSA Officials: This is your family and the group that you collaborate with to improve IFSA. Motivate this group and encourage fun and a connectedness that is not only connected to the work. You set the working culture for this group.

IFSA Membership: You are the representative of IFSA and in many ways have an obligation to be open and accessible to the IFSA membership. Find ways to attend regional meetings, visit LCs, and keep contact online through newsletters and videos to keep the IFSA global membership connected to the international work.

Draft Work Plan 2018 - 2019:

1. Develop an IFSA Action Plan for implementation of the IFSA Strategy
2. Develop a new structure for IFSA to be approved by GA in 2019 (there have been consultations and structure working groups for 5+ years, it is time for change!)
3. Develop a clear guideline and process for expenditure of funds
4. Oversee the development of cultural competencies workshops:
 - a. 5 workshops to be conducted in 2018, and evaluations of results to be published in 2019
 - b. to be implemented at all regional and global meetings by 2019
5. Ensure capacity building workshops are implemented across IFSA meetings
 - a. 10 capacity building workshops in 2018
6. Oversee the implementation of new projects (namely IFSA-EFI-IUFRO project) and aspects within the UNFF MGCY Work Plan 2018-2022

Vice President

Background:

The job of Vice President can be as eventful and exciting as you choose to make it. 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. It means being there to assist in all matters, comment documents, give a second opinion on important decisions, encourage and motivate when times are tough (which inevitable will 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.

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 any possible Joint-Position.

Duties:

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

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):

1. Direction Responsibilities
 - a. Prepare IFSA meeting (e.g. Interim Meeting) report and annual report
 - b. Perform the duties of the President in his or her absence or when incapacitated by sickness.
 - c. Preparation and convocation of the General Assembly
2. Vice President Responsibilities
 - a. Moderate and maintain the IFSA World mailing list at least every 2 days
 - b. Together with regional representatives, ensure that at least one person per LC is registered to the IFSA mailing list (held in mailchimp) and that each official is registered to their respective mailing lists
 - c. Ensure the dissemination of regular updates to the network through facilitating the production of the IFSA Monthly Newsletter, completed and executed by the Public Relation Commission.
 - d. Maintain communication and update contact details of IFSA consulting members
 - e. Annually update job descriptions
 - f. Coordinate, contribute to, collate and disseminate the official progress reports.
 - i. Develop a monitoring and evaluation system for quarter progress of Officials
 - ii. Encourage the other Officials to discuss their own progress among each other and to the IFSA 7
 - iii. Recommend incentives and sanctions for Officials to the IFSA Board

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- g. Assist the Public Relation Commission (specifically web Sub-Commission) in keeping the homepage up to date
- h. Create an invitation and agenda for the Interim with the Direction and find one or more keepers of the minutes.
 - i. All officials should be consulted in the process and should have a possibility to bring forward issues they find important to discuss.
 - ii. Maintain communication and coordination with the Organizing Committee
- i. 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.
- j. Maintain communication and update contact details of all IFSA Officials (Officials Database) and coordinate monthly IFSA Official Skype calls in order to update and motivate all officials
- k. Help the IFSA President continue to collaborate actively with professional and student partners
- l. **Direction and Board Meetings**
 - i. Coordinate and Schedule Monthly Direction and Board Meetings
 - ii. Utilize Whenisgood poll, Google Documents, Google Calendar, Asana, Slack
- m. **General Assembly Convocation**
 - i. Prepare the GA preparation timetable and tasking
 - ii. Coordinate the preparation of Convocation Letter with the Secretary
 - iii. Manage the GA preparation folder containing the important documents related to IFSS and GA

Skills:

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!

Collaboration (Relationships):

IFSA Officials: Motivate, encourage, and ensure work is being completed cohesively across the organization. Troubleshoot and identify new ideas for how to improve the IFSA Official experience.

Organizing Committees (IFSS, Interim): Communicate, motivate, guide, and encourage the OC to complete tasks on time. Ensure the objectives of IFSA are accomplished throughout the organization of IFSA meetings.

IFSA Board: Actively take part in the organization of Board and Direction meetings and planning.

External Partners (Partnerships and Processes' Officials): Play an advisory role to the management of external partnerships. If the President is unable to attend an event, the second in line is the Vice President. This requires knowledge and active engagement in the status of partnerships.

Public Relation Commission: Collaborating with the Commission to ensure news and updates are adequately disseminated in new and creative ways across the network.

Draft Work Plan 2018 - 2019:

Q1.

1. Introduction, expectations check, target-setting with Officials (Update the Officials Database)
2. Organize an interactive space for the communication, motivation, and peer support of Officials (e.g. Facebook Group, WhatsApp Group, Slack etc.)
3. Refine and improve the Interim Meeting Report Template
4. Develop quarterly progress monitoring and evaluation mechanism for Officials
5. Early communication and progress monitoring with the Organizing Committee (OC) of Interim Meeting 2018-2019

Q2.

1. Draft the Interim Meeting 2018-2019 Schedule and Workshop sessions with Officials
2. Communication and progress monitoring with the Organizing Committee (OC) of Interim Meeting 2018-2019

Q3.

1. Communication and progress monitoring with the Organizing Committee (OC) of IFSS 2019
2. General Assembly (GA) Agenda, Officials Job Description, and Workshops Preparation

Q4.

1. Prepare the IFSA Annual Report
2. Facilitate the preparation of Change over documents

Q1 - Q4 (Throughout the year)

1. Maintain and harmonize the ifsaworld Yahoo mailing list and MailChimp list
2. Keep in touch, Encourage, and Motivate all Officials
3. Support the development of an IFSA Action Plan for implementation of the IFSA Strategy
4. Constant Communication with the President and the Board

Treasurer

Background:

The Treasurer is a member of the Direction and is elected at the General Assembly for the duration of one year. As member of the direction as a decision-making organ, the Treasurer has shared responsibility for everything that is going on within IFSA. 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. The Treasurer must also **report the non-profit status of the association to the responsible German authorities**. 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.

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. 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. In cooperation with the Council and the Treasurer is also responsible for the enhancement of the Development Fund. He/She further collaborates with the Head of Projects and Grant Sub-Commission on all things money related.

Duties:

- He/she **should be German**, in order to make sure that our bookkeeping, decisions made on spending money and documents archived for that are in accordance with the German tax law
- 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 contact point for the IFSA Supporter and Alumni Network to keep track of the fundraising for 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
- In case the Treasurer speaks German he/she will also prepare the necessary documents and register the any statues changes and new Direction members with the registration court

General

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 needs to update the income status of the countries every year.

- The treasurer needs to provide support to the Project and Grant Sub-Commission with the help of the rest of the Board
- Records of all transactions must be kept (electronically) for confidence in the treasurer and so that our activities can be supplied when needed (to German courts and tax system).
- The Treasurer is as well responsible for 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).

Fundraising and Grant Reporting

In cooperation with the Project and Grant Sub-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.

Fundraising and management of grant reporting or expenditures can be time consuming. It is suggested to delegate most of the tasks to Head of Projects and Grants Sub-Commission who has a similar job description regarding this issue. The burden of grant reporting should be shared by all Direction members with the Treasurer taking the lead, and responsibility for the financial part.

Membership Fees

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 Membership council to remind LCs (with help of RRs) of any outstanding fees.**

- The Treasurer 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 remind Council and RRs about membership fee issues.**

Skills:

- Extremely organized and reliable
- experienced/able to conduct financial reporting
- Proficient in financial matters and able to conduct reimbursements timely
- A team player in IFSA Direction and willingness to provide input on important matters
- Ability to balance and advise on equity and ensuring all regions benefit

Draft Work Plan 2018 - 2019:

The next year will be a particularly intense time for the Treasurer, given new funding opportunities, grants, and growing partnerships. This means there will be a significant amount of reimbursements to conduct and also an increased amount of reporting. There will be a new grant reporting system to adjust to and a significant amount of strategic planning to map out funding. This individual will have to draft new guidelines for spending money, identify reporting requirements, conduct many reimbursements, and develop proposed budgets for the following year. The individual will also still be required to seek additional grants/project funds and assist in the drafting of potential letter of agreements with partners.

Executive Secretary

Background:

As a member of the IFSA direction the Executive Secretary has rights (voting rights, participating in Direction decisions, attending Direction meetings etc.), as well as duties (write reports, preparing the General Assembly and other meetings). Further record keeping is an important duty. This includes Minute keeping (Board and direction meetings, General Assembly), maintaining and backing up the Master folder as well as maintaining the archive and all financial, membership and other documents of importance. This is to be done where necessary, physically in Freiburg, and digitally on the designated hard drive and in the respective Master folders.

Ideally the Executive Secretary is the head of the IFSA Secretariat and a group of IFSA secretaries who aid in administrative tasks. All mail as well as all first time e-mail contact (info@ifsa.net, secretariat@ifsa.net) goes through the secretariat, and needs to be answered or relayed in a timely manner. The Executive Secretary can delegate some of these tasks. (Ideally a group of individual members of the Freiburg LC should work with the Executive Secretary and form the aforementioned Secretariat). Alternatively to the Secretary, all task relating to E-Mail enquiries can be aided by or delegated to the IFSA Public Relation Commission

The Executive Secretary handles the communication with the German state agencies (registration court and taxation offices). This also means that he/she also works closely with the Treasurer to ensure finances are handled in accordance with German legal requirements. In case the Treasurer speaks German the communication and registration with the German court can be handed over to the Treasurer. [Intended change to happen is to make the Treasurer “the German” position and enabling the Executive Secretary to be from anywhere]

Due to the amount, occasional urgency and the constant accumulation of labor, anyone going for the job of Executive Secretary should have very good time management skills and a flexible schedule.

Duties:

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 organizations 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 and/or membership councilor.

Tasks for IFSA Administration

Prepare the convocation of the next GA (convocation letter, draft agenda, work with Council on statutes changes). Ensure all matters are handle in accordance with the statutes. Produce Certificates for Officials as well as Contracts or other forms of formal agreement.

Applications

Membership 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.

Databases

All databases need to be backed up and maintained regularly. Maintenance of the membership database is done by the membership councilor (This task may revert back to the Executive Secretary at some stage). The Officials database for verification matters (website) is managed by the webmaster or Secretary. The official's database is maintained by the vice-president. Also records of consulting and honorary members needs to be kept.

Archives

One main archive which is accessible for all officials is the "Master Folder", it is administered by the Executive 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. 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 happens 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 [Possibly shifted to Treasurer's duties]

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 (needed: translated minutes, German statutes with marked changes, statute changes, convocation letter) as well as the information needed for keeping the status as a non-profit organization.

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.

Post

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.

Miscellaneous

There are uncountable different things which just need to be done. On occasion it will be necessary to react to matters on a very short notice. Sometimes this can be tedious, but mostly it is what makes the job interesting. If time and interest permit the Executive Secretary can also work with the President on outreach and engaging with partners, however it is not a core task.

Skills:

Required

- Fluent command of German [Not needed if Treasurer is German]

- good English language skills
- reliability and diligence
- sense of order
- good time management skills
- good communication skills

Desired

- a residence in or close to the Secretariat's location (Freiburg)
- knowledge of German association law
- advanced skills in office applications

Notable changeover matters

Watch out for letter from financial department about non-profit-verification result.

Collaboration (Relationships):

IFSA Direction & IFSA Council: The IFSA board will be your closest colleagues, you will meet regularly, discuss and execute decisions and generally run IFSA. Ensuring a friendly working atmosphere and fair distribution of tasks is essential. As keeper of minutes you should make sure that all action items (and deadlines) are clearly recorded and communicated.

Public Relation Commission (or Secretariat): As communication is a great part of the Executive Secretaries role, working with and overseeing the officials concerned with outward facing communication is crucial. Together you will aim to find a routine for creating monthly interesting newsletters. These should also be forwarded to the IFSA SAN (Support and Alumni Network)

IFSA Officials: The recognition of officials work in form of certificates or recommendation letters (in collaboration with overseeing bodies, are part of the Executive Secretaries job. BE prepared to deliver them in a timely fashion.

IFSA Partners: Working with partners is only a minor part of the job, unless making an effort for it. However all MoUs and contracts are negotiated, created and signed by or in close collaboration with the Executive Secretary, and need a good understanding of all existing partnerships.

IFSA members: Most request form members or new potential members come via the secretarial E-Mail, as the first point of contact, a kind and helpful manner in all communication is vital.

Draft work plan:

Q1- Finalize GA minutes (German and English), and collect and send all documents necessary for the court registration.

Q2 - (2018/19) Collect, sort and send all documentation necessary for the financial review of the non-profit status of the organization

Q3 - Prepare all documents needed for the convocation of the GA,

Q4 -Send convocation (keep deadlines), and prepare all documents needed during the GA.

In general:

- Find a new solution for the physical archives (i.e. digitize, move it to Bonn).
- Revive the "Secretariat" (Engage people at Freiburg LC, or cooperate with PR Commission)
- Come up with a plan for using the Master folder to its full potential, or a new structured drive
- Review implications of EU data protection law and put rules for use of personal data in place. (if needed put a data protection officer in place)
- Oversee the Public Relation Commission and relay information for newsletters from the Board

Council

Background:

The Council is a body of the International Forestry Students' Association and consists of three Councilors from different regions, elected individually every year by the General Assembly. If a member of Council retires within his/her term of duty, the IFSA Board in consultation with the remaining Council members, elect a replacement for the remainder of term.

Currently, for ease of management, increased communication and liaison within regions, the Council has been "divided" into three management divisions of which each Council Member is responsible for one. **Statutes requires that a Head of Council must be appointed among the three Councilors.**

1. External Affairs Councilor assists in coordinating IFSA's external partnerships and processes with the President. Overseeing the International Processes Commission and Liaison Officers.
2. Internal Affairs Councilor who will focus on increasing the membership experience and work with the Vice President to oversee the remaining Commissions, (Capacity Building and share oversight of the Public Relation Commission with the Executive Secretary).
3. Members Councilor focusing on coordinating regional action and overseeing the Regional Representatives.

IFSA Statutes and RoP discuss formally the role of Council, specifically Articles 9 and 16 are applicable.

Duties:

The Council has the following tasks:

- Judge the suitability of members and applicants for membership*
 - Work with the relevant regional representative(s) to assist potential members with the application process.
- Admit new members;
- Expel members;
- Update Members list and relevant information on the Membership Database and website such as contact information, informing the rest of IFSA 7 about the changes;
- Keep track of which current members didn't pay their fees, provide advice and motivation for them to do it;
- Approve the Annual Budget;
- Make smaller changes in the Statutes (grammar and spelling errors, formatting, and number mix-ups) without GA approval;
- Evaluate the appropriateness of proposals for the agenda according to the Statutes;
- Advise the Direction especially regarding Statutes;
- Evaluate the IFSA Annual Report for the GA and proposals for the agenda according to the Statutes;
- Verify IFSA accounts and bookkeeping at the end of the calendar year and at the end of the Treasurer's term, including a presentation and signed note to the GA that names irregularities or respectively confirms that none such were found;
- Ensure that Regional Representatives, Commission, and Sub-Commission Heads fulfill their duties;
 - The Council should actively take part in the monthly online meetings of their assigned region(s) and Commission(s), or otherwise keep in touch with them;
 - The Council must give feedback to the quarterly progress reports Submitted by the Regional Representatives and Commissions/Sub-Commissions;
- Keep in contact with all Regional Representatives and IFSA Local Committees in the respective Regions;

IFSA Officials Job Descriptions 2018-19

- Advise and supervise all organs and bodies of IFSA on its own initiative or on request;
- Mediate in internal quarrels and misunderstandings;
- Participate in IFSA 7 discussion and decision-making;
 - The Council should also assist the Direction or Secretariat where required and following up emails upon their request.
- Direct the Vice-President to Substitute the President if necessary;
- Write a progress report on each quarter of the running year;

*The council judges members and applicant's suitability for IFSA membership by considering if their local organization:

- Respect Statutes and Rules of Procedure of IFSA
- Convey all information concerning IFSA to their members
- Enable their members to participate in IFSA
- Pay the annual membership fee as fixed in the Statutes and RoP of IFSA
- Assure that their representative at the GA is competent, and authorized with the voting certificate

Skills:

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 Council Member. 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!

For the Members Councilor, skills with Microsoft Access Database is desired, but not at all required. The skill will be acquired during the term, with the help of previous Members Councilor and lots of YouTube videos.

Collaboration (Relationships):

The Council works with all organs of IFSA, reporting to themselves and the Direction. A Head of Council must be appointed from the three Councilors who shall facilitate the activities and arrange the monthly meeting of the Council. The Council reviews reports from their respectful Commissions, Liaison Officers and Regional Representatives. The Council can seek guidance from Consulting Members in case of quarrels.

Draft Work Plan 2018-2019:

General

Help the Direction with all changes and development IFSA is facing. Maintain basic management of other IFSA organs. Take care of yourself.

External Affairs Councilor

Begin bridging the work of the Liaison Officers and the International Processes Commission primarily through monthly meetings and new joint documents. This councilor will work very closely with the President and it is crucial that they take the lead in coordinating the strategy for IFSA's appearance to all external partners. This councilor will investigate the possibility of IFSA joining the Collaborative Partnership on Forest and think of joint initiatives such as; 'partner months/weeks', instructional material/videos that introduce IFSA members to all 'partners and processes', finalizing IFSA delegation guidelines, and revising the website to reflect the breadth of IFSA's external partnerships.

Internal Affairs Councilor

Begin building new collaborations and communications by the Commissions in IFSA that create value for the membership – training, forest education, communications, etc. These Commissions help increase the experience for the member. Your job is to coordinate with fellow Councilors to ensure that there is as much communication and coordination among these groups as possible. For example, forest education which includes non-formal learning conducted in workshops and a variety of trainings require a heavy communication element. Through overseeing and coordinating these activities you should take advantage of all synergies. Example tasks include: establishing an IFSA calendar utilized by all IFSA officials, new training and educational material on the IFSA FB group, blog, website, etc., new functions and collaborations among the Public Relation Commission and the work of IFSA, etc.

Membership Councilor

This job in this year is vital as it is the first time in recent history that all regions have been coordinated by one Councilor. The advantage of overseeing all regions is that the regional representatives can begin sharing knowledge, lessons learned, challenges, and best practices with your help. This will happen under monthly meetings coordinated by the Membership Councilor. Example tasks for next year include: cleaning up the master folder to include meaningful guidelines, clarifying regional meeting guidelines (roles and responsibilities of OC, RR's, reporting to IFSA, trainings, etc.), identifying LC projects and creating 'regional action' initiatives (i.e. a day of planting trees, restoration projects, clean-ups, fundraising activities across LCs in IFSA). Another important project is to organize monthly coffee hour sessions for the Regional Representatives to encourage, share ideas, and make progress towards greater regional coordination of events. This job is perfect for those who are passionate about our LCs and how we coordinate globally and improve our connections to our LC. This membership councilor will balance out the rest of the Council by keeping an ear 'on the ground' and representing the needs of our LCs.

Regional Representatives

Background:

Regional Representatives are the information links between IFSA 7 and the Local Committees (LC) in his/her region and between the LCs.

Duties and Responsibilities:

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

- Introduce RRs
 - At the beginning, write an e-mail to every LC to introduce RRs and ask them to send you brief information about their activities, problems and what they are expecting from you.
- Update LCs' Contact details
 - Contact the president of each LCs and ask him/her to inform RRs if the contact person changes. Especially in the beginning of year.
 - If some LCs doesn't reply to your email, you can try other method: asking to a friend who is studying in the LC, contacting through Facebook, Instagram, WhatsApp etc.
 - Forward updated list to all the LC Presidents and to the membership Councilor to keep them posted
- Update your region's status. Continue to improve the information available to each region on the region IFSA website/FB page
 - Make sure every member LC from your region is also shown on the homepage
 - The official list of IFSA member LCs are kept in the membership database accessible by the membership councilor.
 - To make changes on the homepage keep in contact with the Web Commission
 - Encourage LCs to provide relevant information
- Enhance information exchange
 - 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 ifsaworld.
 - 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 organizing regional meetings which includes helping regional meeting OCs get sponsorship for meetings
 - Hold workshops at the Regional Meeting explaining IFSA and Statutes to new participants
 - Encourage the members to attend meetings like IFSS, Regional Meetings, Conferences, etc. and to seek for accessible funding to sponsor members to attend.
 - Encourage your LCs to organize local events/partnership program for IFSA members or forestry students
- Improve communication within and between each IFSA region.
 - Ensure good communication with existing LCs.

- Are you using the right communication channel?
 - Does everyone get the information needed?
 - Maintain Regional Facebook Page/Group
 - keep in contact with the Social Media Sub-Commission
- Ensure a proper, detailed handover process to the next representative
 - highlights specific issues that need attention
 - All-important files, account details (FB PAGE), and published materials
 - stay in contact with former Representative and learn from their mistakes and what to do
- Find new LCs
 - Keep updating the list of prospective LCs in different countries
 - Keep in touch with contact person in each country
- Ensure communication is provided and improved with potential members that have shown any interest.
- Participate in monthly coffee hour sessions or online forums to encourage, share ideas, and make progress towards greater regional coordination of events.
- 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.
 - Manage all Regional Partnerships
 - Send your contact information to as many Countries and Organizations as you can so you can keep in contact with your region and inform them about IFSA.

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

Collaboration (Relationships):

- Ask for help to IFSA7 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 the problem and the progress is, recent status of their region.

New tasks 2018-2019:

As the demand for regional partnerships has grown in recent years, Regional Representatives are encouraged to engage with regional partners in close communication with the IFSA 7. Deputy RRs or deputy LOs within the region are one possible way forward in handling partners that are only relevant to 1-2 regions.

Commissions and Sub-Commissions

Commissions are executive bodies of IFSA established by the General Assembly (GA) in any composition and for any tasks. Existing Commissions may be discontinued or new Commissions may be established during the GA.

The Commissions and their tasks are fixed in the Minutes of the GA and, where possible, are decided jointly with the previous head of Commission and are valid for a period of one IFSA year if not decided otherwise by the GA from the time of their approval.

If a Head of Commission (or Sub Commission) is unable to attend a statutory meeting he/she should name a Commissioner as his/her replacement. The person named will be considered as an official for this particular meeting.

Head of Commission:

The head is the coordinator of the Commission and Sub-Commissions. 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 IFSA 7 (IFSA executive board), other Commissions and Sub-Commissions.

Commissioners:

Those who will attend the International Forestry Students' Symposium (IFSS) and participate in the Commissions Workshop will become the Commissioners of a certain Commission for the coming IFSA year. The Commissioners shall appoint among themselves the Head of the Commission and Sub-Commissions. After IFSS, new Commissioners may be added into the Commission upon the recommendation of the Commission/Sub-Commission Head and approval of the Council.

International Processes Commission (IPC)

The International Processes Commission (IPC) of IFSA is a Commission that oversees our delegations (groups of IFSA members) at international processes. Currently, this includes UNFF, UNFCCC, UNCBD, Forest Europe as described below. The objective of IPC is to facilitate learning for IFSA delegates of emerging issues related to forestry and the environment, in some cases, there is advocacy involved on behalf of youth inclusion, engagement, and the advancement of forest education. The IPC should work very closely with Liaison Officers as some of them are specialized agencies of the United Nations, namely FAO which has its own process – COFO. There are very close synergies between Liaison Officers and IPC.

Background:

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, land degradation 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 2017 IFSA also became an observer to the UN Environment Assembly, for which Commissioner was appointed. An official Sub-Commission or Liaison Officer will be created at IFSS 2018 for the ongoing position. In the past, the IPC has coordinated a FPEN (Forest Policy Education Network, www.forestpolicy.net) which sought to educate students and the general public on forest policy processes and developments. This FPEN will be resurrected in 2018-2019 with the Forest Education/Training Commission.

Function of the Commission:

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.

The Head of the IPC

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.

Duties:

- 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, 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 of 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 Commission to Commissioners 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

Background:

IFSA currently provides the two focal point positions for the United Nations Forum on Forests (UNFF) Major Group for Children and Youth. This role has the important duty of stepping outside of IFSA's mandate to represent the membership, and delivering on the mandate of all global citizens under 30 years of age.

There are two heads of the UNFF Sub-Commission, recognizing the importance and high volume of work involved in this job. Each position holder is endorsed by the IFSA GA for a two-year period; the one position becomes available at the end of each IFSA year.

Duties:

The position holders are to act as the global focal point for the UNFF Major Group for Children and Youth (UNFF MGCY). This carries with it several important responsibilities:

- **Mandatory attendance at the UNFF session each year (May in New York City).**
 - Build a diverse delegation of youth to participate in the UNFF session and support children and youth policy position.
- Preferred attendance at intersessional events including expert group consultations, and other relevant UN processes (e.g. High Level Political Forum).
- Sit on the [UN Major Group for Children and Youth](#) (UNMGCY) Coordination Team – supporting cohesion and coordination across all UNMGCY's thematic and institutional work (UN system-wide).
- Consult broadly across all forestry-related entities, students, children and youth, and those in related disciplines.
 - Using this consultation, develop youth policy proposals for the UNFF and other UN organs.
 - Provide youth input to the Major Groups Partnership on Forests (MGPoF) work within the UNFF including board meetings, e-mail communications, and joint policy papers.
 - Produce content for UNFF MGCY social media pages (Facebook and Twitter).
 - Implementation of the UNFF MGCY Work Plan.

Time responsibilities for this role vary depending on time of year; but given the increasing scope and responsibility of this role, it may require upwards of 15-20 hours a week commitment.

You must be able to travel for this role and be able to obtain a visa (or equivalent) for entry into the United States.

Collaboration (Relationships):

The holder of this position will collaborate across the IFSA network to inform policy development and advocacy and help with coordination of events. This will include:

- President
- Council (responsible for overseeing the Commission/Sub-Commission)
- Liaison Officer to FAO
- Commission(s) responsible for communications and outreach
- Commission(s) responsible for other UN-related international processes.

Collaboration may be required with any and all other Officials, particularly those who engage with members of the Collaborative Partnership on Forests.

Skills and knowledge

The following skills and knowledge are **required** for this role:

- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills
- Knowledge of the international forest policy landscape and the United Nations

The following skills and knowledge are desirable for this role:

- Social and professional networking abilities
- Policy writing ability
- Risk identification and mitigation

Upcoming work

The two position holders will need to continue work to deliver the UNFF MGCY Work Plan 2018-2022 as detailed at <http://ifsa.net/unffworkplan>. This will include collaboration within IFSA and external partners to finalize concept notes for projects, identify supporters and donors, and establish projects.

The next twelve months will require the UNFF position holders to take the lead on broadening the scope of the UNFF MGCYs work and consultation base, as well as integration into the UNMGCY. This may include:

- Establishment of a new core team for UNFF MGCY work – supporting greater engagement UNMGCY.
 - This may include processes and procedures to elect Science-Policy Interface Focal Points to better support the UNMGCY system.
 - This may include processes and procedures to elect Regional Focal Points to provide more informed representation of children and youth.
- Engaging with UNMGCY to discuss future direction of development.

Major events will include:

- UNFF Expert Group Consultation: Anticipated November 2018, Bangkok, Thailand.
- UN ECOSOC Youth Forum: Anticipated January 2019, New York City, USA.
- UNFF 14th Session: Anticipated May 2019, New York City, USA.
- UN High Level Political Forum: Anticipated July 2019, New York City, USA.
- UN ECOSOC Youth Forum: Anticipated January 2020, New York City, USA.
- UNFF 15th Session: Anticipated May 2020, New York City, USA.

UNFCCC Sub-Commission

Background:

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 Nations 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, where you can broaden your

horizons 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 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 selecting and organizing the IFSA delegation as well as maintaining contact with the UNFCCC. After COP there is the annual Bonn Climate Change Conference in the interim, you will also be responsible for IFSA's attendance there.

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!

Duties:

- Be the designated contact person with UNFCCC
- Manage Commissioners
- Keep Head of IPC, members of Commission and other relevant IFSA officials 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
- Organize delegations for UNFCCC events (COP, Bonn Climate Change Conference, AdHoc Working Group, etc.)

Skills

- Good verbal and written communication skills
- Background in climate change policy
- Schedule that allows to attend COP24 in Poland for at least one week, and potentially the Bonn CCC in May, 2018.
- Passion to lead a diverse delegation and educate the IFSA membership

UN CBD Sub-Commission

Background:

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. We represent the future generation and therefore we have a great responsibility for tomorrow's decisions. Hence IFSA maintains observer status to the UNCBD.

Duties:

The duty of the IFSA Head of Sub-Commission UNCBD is to communicate the Convention's updates and to call the attention of International students to this important international agreement. We can write

articles, discuss opinions, and prepare seminars or other types of events regarding the objectives of this IFSA Sub-Commission. IFSA sends delegates to attend UNCBD events and processes, such as the Conference of the Parties (COP). This is a great opportunity to involve youth in international decision-making processes by witnessing it first-hand. As the Head of Sub-Commission, it will be your duty to coordinate the attending delegations. This includes:

- Advertising an open call for delegate applications months in advance
- Selecting and notifying delegates
- Preparing them (and hopefully yourself) for attendance
- Organizing the social media campaign that will share the event with IFSA members worldwide
- Writing a report afterwards

Forest Europe Sub-Commission

Background:

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:

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.ifsa.uni-freiburg.de/2015/ministerial-conference-forests-europe/>

Food Agriculture Organization Sub-Commission

Background:

The Food and Agriculture Organization is a specialized agency of the United Nations based in Rome, Italy and is a long-standing partner of the IFSA. Our most recent agreement, known as a Memorandum of Understanding (MoU), was signed in 2015 during the World Forestry Congress and runs until 2019. The MoU outlines the main areas of cooperation of mutual interest to both organizations and should be the starting point for anyone interested in running for this position.

Key to the success of this position is a broad understanding of the functions of not only FAO but more specifically the functions the FAO Forestry department. The FAO department is made up of between 6 – 8 teams with a range of focus from Sustainable Forest Management (SFM), REDD+, climate change as well as community based forestry. The FAO Focal point sits in the Social Forestry Team which has a small concerted focus on Forest Education.

The department also has fixed events, global and regional which IFSA should encourage participation in. The largest and most important global event is the Committee on Forestry (COFO) which runs biennially (every 2 years) the next one will be in 2020. This event brings together member countries to talk about globally important topics in forestry and decide on the work of FAO for the next 2 years. During interim years, 2019, 2021, in preparation for the COFO each FAO region will have a regional forestry Commission (RFC) which are another great opportunity to engage our regional IFSA members to attend and take part in the sessions.

Participation in these outlined events is integral but should not be limited to these as ad Hoc events run by other teams within FAO or collaborative may pop up and the LO should be open and receptive to engage IFSA network in such initiatives.

Duties:

Connect the membership to FAO: The FAO has the potential to offer great opportunities for students' involvement. Jointly, the LO and FAO focal point should explore ways 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 be involved in FAO events, notably events, conferences and workshops, joint projects
- 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.

General Tasks:

- Communication with the FAO
 - Constant communication with the FAO 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.

Skills:

- Independent worker
- Motivation and initiative
- Communication skills (professional in both calls, skype and email correspondence)
- Presentation skills
- In depth understanding of work of IFSA and ability to represent and present the work to partners
- Ability to draft concept notes and run workshops/side sessions

- Management and bookkeeping of partner funds

Draft Work Plan 2018-2019:

- Each year the IFSA and FAO focal point will draft a joint proposal for funding for Submission to the Forestry department, this proposal is cleared and agreed upon with the IFSA board and should outline spending for participation and work in all conferences, workshops and joint projects. This will be Submitted by the middle of November 2018 at the latest.
- Prepare for International Day of forests by promoting and leading the IFSA International Day of Forests campaign, in specific over the past 2 years, the membership from over 20 countries have posted 50 videos celebrating the day and bringing attention to the work of students and youth to the theme. Of specific importance is in 2019, International Day of Forests theme is Forest Education where IFSA will take a large role in organizing and implementing the session.
- In 2019 the 6 Regional Forestry Commissions will convene, the LO will need to plan in the budget for each region expenses to facilitate participation. The role includes ensuring communication with the Regional Forestry Officer to ensure IFSA is invited as an observer, as well as potentially helping to run joint activities, for example at the Asia Pacific event the co-production of a daily newsletter. Further the LO will support the delegation in promotion, preparation of statements as well as post conference logistics with reimbursement of funds.
- Work with other FOA teams; e.g., IDF, FRA, SFM toolbox teams etc. for future collaborations with IFSA where opportunities arise.
- Prepare documentation IFSA delegation for COFO 2020, as each of the regional forestry Commissions feed recommendations into the COFO.

Important: Recommendation for the new Head of Sub-Commission for the FAO

The Liaison Officer to the FAO directly communicates with professional partner organizations through the FAO Focal point which requires a high level of experience and communication skills. 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.

Further, although the role has many tasks and goals, in the current IFSA structure it is largely independent work which also deals with the proposal, oversight and disbursements of a fair amount of partner funds. This requires organizational skills as well as experience and a track record in working with finances.

In summary, the HoSC FAO position is a demanding yet exceptionally rewarding position independently and for the network. The LO will be able to work across IFSA regions, build connections and friendships with IFSA members around the world, understand the global setting of Forestry through interactions with the partner and get insight into how forest sciences and forest politics are changing. The position requires at times up to 20 hours a week and others only 5, however anyone applying should be ready to exceptionally busy and sacrifice for the betterment of the membership and their own personal development and growth. Not for the faint of heart, but surely for those who like a challenge and are ready to create and further the relationship with a strong partner.

UNEP Sub-Commission

Background:

Duties:

Skills:

Collaboration (Relationships):

Draft Work Plan 2018-2019:

Public Relation Commission

Background:

The functions of Public Relation (PR) Commission are to keep overview of all promotional activities and making sure of effectiveness in communication both internally and especially externally. It could be from providing promotional materials, creating content for the official website and managing IFSA social media channels. This Commission is supported by Social Media Sub-Commission, Website Sub-Commission, and Design Sub-Commission and a group of Commissioners volunteering under the Commission to assist functioning of all Commissions. Furthermore, PR Commissions responsible for endorsing IFSA Communication Strategy to ensure adequate information are delivered through the right channels effectively.

Duties:

The Head of Communications Commission is responsible for overseeing the Commission and its Sub-Commissions. The main tasks of this person will be focusing on:

- Implementing IFSA Communication Strategy in collaboration with other Communications Sub-Commissions.
- Monitoring and evaluating IFSA Communication Strategy to ensure it aligns with vision and mission of IFSA, revising if necessary.
- Making sure that all the Sub-Commissions are consistently keeping in contact with each other and staying motivated for IFSA tasks. Use of Slack and/or Asana is highly encouraged as tools for better organization and time management inside the team(s).
- Ensuring that adequate information is disseminated through the right channels.
- Collecting news from IFSA officials to be disseminated to the IFSAworld mailing list on a monthly basis, using Mailchimp as the platform.

The person who is elected to be Head of Public Relation Commission should be prepared to contribute minimum 4 hours per week for IFSA work and maybe more for spontaneous requests from other officials or external personnel.

Skills:

Head of Public Relation Commission should be equipped with:

- Preferably having experience in any one of the Sub-Commissions,
- Leadership skills; especially skill in solving conflicts and motivational skills are a plus,
- Required; good time management and organization skills,
- Skills with Mailchimp (can be learned)
- Skills with Slack and Asana (may be learned)

Collaboration (Relationships):

Head of Public Relation Commission will be expected to stay in regular contact with the heads of Sub-Commissions. Therefore, monthly Commission meeting will be encouraged in the Commission to ensure everyone is staying motivated and keeping each other updated with their tasks. In addition, the head should stay updated with IFSA events and news for making sure that relevant information and materials are delivered and disseminated to their officials, and to the IFSA world by mailchimp monthly newsletter. Stay in close contact with the overseeing IFSA 7 member, to ensure newsletter content is up to date and relevant.

Recommended/useful document

- IFSA Communication Strategy

Web Sub-Commission

Background:

The Web Commission is responsible for the management of the IFSA website. 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.

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.

Skills:

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 skill set. As the website is generally well kept, the learning curve is not too significant.

Social Media Sub-Commission

Background:

The Social Media Sub-Commission oversees the management of IFSA's interests in the social media space. Currently IFSA utilizes two main social media channels in Facebook and Twitter; with Instagram and YouTube emerging as a new opportunities. These are seen, in collaboration with the IFSA website, as critical public faces for the association's brand.

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 Communications Commission and communicating with web Sub-Commission. The head of this Sub-Commission is responsible for a consistent and constant oversight of what is happening within their team. 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:

- Reaching out to a contact person of an event well before the event happens, to ensure there is a person creating real-time social media content "from the ground"
- Utilizing and updating the IFSA calendar to help with organizing IFSA events' social media
- 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 to curate content to engage the IFSA audience
- Responding to public enquiries made against Facebook posts and tweets
- Engagement with IFSA partners by sharing and/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
- Supporting the growth of IFSA's online reach through new media
- Identifying new strategies to increase social media engagement and IFSA brand recognition.

Skills:

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 always desirable, and adaptability is certainly a required trait. The person needs have excellent communications skills, as they need to reach out to many people "on ground" of the events before, during and after said events to make sure all runs well. As IFSA utilizes English as its official language, fluency in written English is required to uphold a professional public image for the association.

Design Sub-Commission

Background:

The main task of the Design 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 exhibitor 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.

Duties:

- 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 organizing these booth stands
- The Sub-Commission 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 design Sub-Commission 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 advertising, 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

Skills:

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 colors, but also stay in contact with other Commissions dealing with IFSA designs (Web Com and IFSANews) 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

Changeover 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 number 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.

Capacity Development Commission

Background:

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 Capacity Development 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. [The Commission has 5 Sub-Commissions: Cultural Competencies Forest Education (including the IUFR-IFSA Joint Task Force on Forest Education), Publications, Project and Grant and Mentorship)

Main Goals of the Professional Capacity Development:

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

Duties:

- **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
 - Seek opportunities and exchange of knowledge via IFISO
- **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
- **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
- **Find a funding for trainings**
 - Work closely together with Project and Grant Sub-Commission
 - Prepare a yearly budget for trainings
 - Apply for EU-Training Grant
- **Encourage IFSA students to get trained as trainers (long-term)**
 - Encourage IFSA-students to attend Train-New-Trainer-Events of other student organizations
- **Coordination and Communication**
 - To overlook activities of the Commission and ensure it is on track with overall goals.
 - Write the quarterly and annual reports
 - Organize monthly Skype meetings with all Commissioners
 - Attend the officials Skype meetings
 - work closely with the Cultural Competencies Sub-Commission together

Cultural Competencies Sub-Commission

Background:

The Cultural competencies Sub-Commission, created in Austria during IFSS 2016 aims for a better cultural understanding inside IFSA

Duties:

- Oversee the Cultural Competencies Sub-Commission (and its Commissioners) and report to the Professional Development Commission Head and Council member;
- Work with IFSA Local Committees to develop the skills needed to improve knowledge of different cultural practices and world views;
- Identify ways to further develop positive attitudes towards cultural differences and identified sensitivities;
- Aid IFSA members in developing skills for communication and interaction across cultures;
- Work with heads of delegations to identify cultural sensitivities for upcoming events and help delegates in appropriately managing them;

Projects for the Sub-Commission:

- Create the template for an intercultural understanding strategy that reviews and identifies opportunities for positive development at IFSA meetings (IFSS, regional, interim, etc.)
- Contact IFSS organizing committee to provide support and suggestion regarding possible cultural sensitivities at international events
- Contact the RR or head of delegation to point out some sensitivities
- Provide a formation to the new official for developing skills for communication and interaction across cultures
- Provide some Ice breaker activities for International events
- Finding a reliable person during IFSS from the Organizing Committee (OC) or the officials and make sure that the participants feel comfortable to talk about things they are uncomfortable with.
- Survey to the participant\LC after the event to point out some sensitivities

Forestry Education Sub-Commission

Background:

As the world's 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 Sub-Commission.

The FE Sub-Commission's job is to improve non-formal forestry education worldwide, by raising the awareness about the importance of forestry education and making sure that forestry education is represented in all of IFSA's activities. This is a very broad description of the work of the Sub-Commission, which allows for a lot of flexibility but can also mean there may be little direction. The FE Sub-Commission deals with events/education at the local, regional, and international levels. The work of the Sub-Commission should be to push forward the conversation and inclusion of forest education, and to address the current challenges facing education all over the world.

Functions of the Commission:

- Spread FE information to and among IFSA members
- Work on and run FE projects for IFSA members

IFSA Officials Job Descriptions 2018-19

- Maintain contact with IFSA members and RRs
- Act as an educational resource for all of IFSA, provide ideas as to educational activities and how to ensure there are educational components of events
- Make sure IFSA has a presence at forestry education events (i.e. SILVA meeting, IUFRO meetings/events, FAO events, etc.)
- Run the social media aspects of the FE Sub-Commission (Facebook, send Twitter notifications, website page, etc.)
- Gather and utilize forestry education information from IFSA World
- Identify areas of forestry education that need improvement and are successful via surveys and data collection

Duties:

- Set up a strategy/work plan for the Sub-Commission
- Make sure all public FE Sub-Commission information is updated
- Distribute tasks among the Sub-Commissioners
- Spread important relevant information from the IFSA7 and other officials within the Sub-Commission
- Enable an exchange between the Commissioners, run meetings and emails between the group; run meetings at least once a month
- Be the bridge between the IUFRO-IFSA JTF and the FE Sub-Commission
- Attend events concerning FE, if possible
- Work and coordinate with other Commissions and LOs in aspects such as trainings, professional development, etc.
- Include new Commissioners
- Attend Interim and if not possible, send a Commissioner in their place

Time Commitment: 3-4 hours per week (sometimes more, depending on events)

Skills:

- Strong passion for IFSA and forestry education
- Experience with IFSA events
- Ability to attend meetings; stable internet service
- Bring new ideas/perspectives to the discussion of forest education
- Desired - experience in education activities/planning
- Ability to lead/work in a team, lead meetings, carry discussions about education

Collaboration (Relationships):

- The FEC and the JTF work together as separate arms of the same forestry education group. IFSA members of the JTF are also Commissioners of the FEC.
- Together with the LO IUFRO, maintain a strong collaboration with IUFRO and FAO in the field of forestry education through joint activities undertaken by the partnership
- Maintain communication with RRs in regards to opportunities for LCs and IFSA members
- Work with the PDC on addressing educational needs in workshops and trainings

Draft Work Plan:

1. Quarter 1
 - a. Changeover, start planning and leading discussions of goals and activities with Commissioners
 - b. Continue work from previous Commission:

- i. Continue posting forest education questions
 - ii. Create workshops for RRs to hold
 - iii. Work on education outreach toolbox
 - c. Set up contact with LO IUFRO and HoSC FAO, as well as talk about opportunities with the IUFRO-IFSA JTF
 - d. Stay involved with the IUFRO Congress in Brazil
2. Quarter 2
 - . Attend Interim, lead discussion on forest education and ways to improve the work of the Sub-Commission; discuss the work of the JTF and resources for IFSA members
3. Quarter 3
 - . The International Day of Forests occurs - try to set up activities for LCs to hold; spread information; work with other officials and education groups to hold events
 - a. Attend education events with FAO
4. Quarter 4
 - . Send a delegation to the SILVA Network Annual Meeting
 - a. Try to attend COFO 25
 - b. Arrange a workshop on forest education that can be held at IFSS

Changeover information:

- Make sure to set up a Slack discussion group for Sub-Commission
- Familiarize yourself with:
 - GFIS: <http://www.gfis.net/gfis/en/en/>
 - GOFE: <https://foresteducation.wordpress.com/2017/09/20/global-outlook-on-forest-education/>
 - FAO SFM Toolbox: <http://www.fao.org/sustainable-forest-management/toolbox/en/>
 - And other education resources
- Attend as many education events as possible

Publications Sub-Commission

Duties:

Editor in Chief IFSA Tree News

IFSA Tree News is the monthly online editorial of our organization. Three forms of contributions are currently accepted: Event/Work/Travel Reports written by IFSA members; Interviews with inspiring individuals that have a good story to share around global forestry, as well as with experts on forest and sustainability related topics; Reviews of Books/Movies/Exhibitions around the topic of trees and sustainability. The editor in chief oversees the editorial at large. This involves the following areas:

Coordinate the team

- Stay in contact with writers and editors
- Assign writers and editors for proposed contributions (monitor and update the shared publications list)
- Be responsive to questions via e-mail
- Hold a webinar where guidelines and procedures for the Tree News are explained at least 1-2 times a year.
- Regularly update the “Tree News Manual” to have information ready to share with writers and editors

Coordinate monthly content

- Actively engage in recruiting writers and editors
- Screen IFSA events that should be reported about, search online for potential content and make suggestions for content to the team (be active and inspire people!!!)
- Remind writers and editors of their deadline (20th of every month for Submission, 27th of every month publish new issue)
- Do the final edits for every contribution
- Gather all monthly content: collect pictures and links, upload content to the IFSA blog, where the Tree News are published
- Send out e-mail to IFSA World Newsletter to announce monthly issue
- Engage with social media to share Tree News content and information (or delegate this task to a team member)

Develop the Tree News

- •Envision new directions to further enhance and develop team and content
- Look for options to present and project at events (e.g. workshop at international gatherings with IFSA involvement to recruit new members and envision new ideas)
- Coordinate efforts with other IFSA officials to align activities and improve the layout of the editorial over time (e.g. work with International Processes Commissioner on maintaining and developing IFSA blog page).

Estimated work-time per issue:

Depending on the number of contributions one weekend per month to edit and prepare the monthly issue if everything runs very well. Besides of that, collecting articles and coordinating the team requires constant effort.

Project and Grant Sub-Commission

Background:

With the establishment of IFSA Supporter and Alumni (IFSA-SAN) network in 2018 and the positive feedback from EACEA concerning our ERASMUS+ KA3 grant application the need for a Fundraising Commission as it had been thus far ceased to exist. So, Project and Grant Sub-Commission was established.

Duties:

The Head of the Project and Grant Sub-Commission works in close relations with the IFSA treasurer and direction to manage the Erasmus+ grant. He/She will be made coordinator of the grant on the participant portal. Head of the Sub-Commission must familiarise themselves with the grant agreement and guidelines, so everything would be reported according to the agreement and guidelines to refrain from IFSA getting audited by EACEA (organization which runs the KA3 grant).

Head of Project and Grant Sub-Commission should be also a liaison officer between all the local committees (LC) of IFSA regarding any financial issues that LC have for their projects. Any LC can contact the Commission when they require information about fundraising for their LC and introduce them to the fundraising package strategy and opportunities offers by IFSA SAN (Supporter and Alumni Network). But grant and project Sub-Commission cannot give any money to LCs.

The head of the Project and Grant Sub-Commission will also be responsible to look for similar grants which we can also use in different regions and not only in Europe. Those can be grants from different organizations/institutions or some other and even bigger project open-calls from the EU.

It is vital for the head of the Project and Grant Sub-Commission to have previous experience with writing grants and knowing what is evaluated to know what to emphasize on. One of the mandatory trips for the head of the Sub-Commission would be to travel to Brussels in the autumn with (possibly with the Treasurer) to participate at the info day for the KA3 grant where relevant information for reporting on grant, writing it and getting more info about different grants is received.

This is done by a good mixture of creativity and professionalism which allows to get to learn how European union grants works, how to successfully communicate to EU institutions and IFSA LCs.

Collaboration (Relationships):

IFSA board: The HoSC Projects and Grants will work closely with the Treasurer and other members of the board in reporting on the ERASMUS+ KA3 grant. And writing applications to other grants and projects.

IFSA SAN: The HoSC will work with the IFSA SAN to create individual fundraising campaigns for events and Local Committees.

Capacity Development Commission: Helping the Commission to find suitable funding opportunities focusing on training.

Head of Mentorship Sub-Commission

Background:

Duties:

Skills:

Collaboration (Relationships):

Work Plan:

Liaison Officer

This position was created to release the president of a great number of emails and formalities so that he/she can save time for 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 email contact with both the IFSA President, External Partnerships Councilor, and the partner organization.
- Attend monthly meetings with Liaison Officers and IPC as coordinated by the External Partnerships Councilor
- 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.
- 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, etc.
- Raise awareness of one organization to the other through: 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 and attempt to coordinate at least one joint activity every term.
- Provide an adequate change-over with a overview of partner organization, history of cooperation, ongoing projects, ideas for the future, detailed contact information, important documents, etc.

Liaison Officer for CFA

Duties:

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!

The CFA is currently undergoing a strategy review, meaning that they are not really active at the moment. Most of your duty will be to assist them during this process by providing input from a youth perspective.

Contact the IFSA President, External Partnerships Councilor , and others 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 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 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 IFSANews 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. For a while the CFA shared this newsletter with IFSA members for free, but stopped doing so when they realized they weren't getting sufficient feedback (articles, membership, etc.) from IFSA. They are open to get any sort of connection going, but they wish it to be mutually beneficial. Although it hasn't happened yet, we have discussed the option of making the IFSANews available to CFA members, so this is also something you can look into during your term (discuss with the IFSA President!).

Liaison Officer for CIFOR

Background:

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.

Duties:

- 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 focused 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.

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 hours per day in the months leading up to major events.

Liaison Officer for EFI

Background:

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.

Duties:

- 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 organizations 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 staff 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 ITTO

Background:

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.

Duties:

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 informing 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
 - . Communicate with IFSA and ITTO about possible collaboration when there is an event from both organization to be held
 - a. Work on collaboration on activities
3. Coordinate IFSA participation at ITTO and ITTO partner events
 - . Inform about upcoming ITTO events to IFSA world
 - a. Create an IFSA delegation and work together with the delegation to prepare IFSA participation to the events
 - b. Gather reports of the participants
 - c. 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

Liaison Officer for IUFRO

Background:

IUFRO, the International Union of Forest Research Organizations, is a non-profit, non-governmental international network of forest scientists, which promotes global cooperation in forest-related research. IUFRO unites more than 15.000 scientists in almost 700 Member Organizations in over 110 countries making it *the* global network of forest science cooperation.

The Liaison Officer to IUFRO is a creative role which coordinates the partnership between IFSA and IUFRO. Since IUFRO is considered IFSA's most important professional partner organization, the position of LO IUFRO as the link between the two organizations is exceptionally valuable. Although he/she cannot make decisions on behalf of IFSA, the LO IUFRO is the driver of the enhancement and strengthening of this partnership. In order to put this to practice he/she should work closely with other liaison officers, the external partnerships councilor, the President and other IFSA-IUFRO interface links, namely the IFSA-IUFRO Task Force on Forest Education with their Head of Sub-Commission and Commissioners on both sides (and the new IUFRO-EFI-IFSA Joint Position to be created).

As summary, the LO can be seen as a communicator of information and the creator of the partnership between the IFSA Board and IUFRO, between IUFRO and the IFSA Board, and between IUFRO and the broader IFSA membership.

Duties:

Generally, maintaining regular contact with the IFSA President, the partner organization, the JTF on Forest Education and, as required, other positions inside IFSA to work on IUFRO-related topics (here especially the RR's to explore interest of LC's towards IUFRO activities and other LO's to stay connected among each other and share experiences for improvement). Communication usually is through e-mail, sometimes skype or seldomly in person at an event or conference. It is advisable to create a slack communication chat with relevant IFSA position holders in which to discuss on IUFRO related topics.

This includes:

- Organizing IFSA delegations to IUFRO events, including collecting and processing of applications.
- Coordinating with the IFSA/IUFRO Joint Task Force on Forestry Education
 - one of the most important tasks, as Forestry Education is a major field of interest for both organizations
 - Help, where possible, with planning of events, drafting organizational documents, attend skype meetings to be up to date
 - as an example, for the JTF's work and better understanding, see GOFE website: <https://foresteducation.wordpress.com/>
- 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. For this it is advisable to regularly check the events calendar on the IUFRO website and transfer events relevant to IFSA and where participation is possible into the own calendar. It also helps to regularly be in contact with the IFSA Secretariat to explore opportunities.
- IUFRO Board meeting: each year at a different location in the world the IUFRO Board meeting takes place where the IUFRO Board summarizes the past year and makes decisions on the coming one. Per MoU IFSA has observer status. As part of this the IFSA President and the LO IUFRO are invited to the Board meeting. It is highly advisable that at least one of the two is able to participate. IFSA will have a little time plot to give a statement about collaborative activities that happened in the previous year and give an outlook for planned partnership activities in the coming year. Usually

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there is at least partial funding for travel available for the participants (if the President and LO both are not able to attend, there should be a replacement, so IFSA definitely is represented at the Board Meeting!).

- Discussing issues with the IFSA president and when necessary with the IFSA direction before taking decisions
- Creating the call and collecting applications for the annual internship position(s) at IUFRO HQ, checking that they meet criteria and forwarding them to IUFRO
 - for this there are drafts available from past calls, these have to be updated, considering new conditions
 - coordinate with IUFRO Secretariat/Executive Director early on about schedule of the application and evaluation process of the internship(s)
- Writing a quarterly report for IFSA; for transparency reasons it is advisable to send this to IUFRO as well, so they are informed on current state of progress and upcoming actions planned
- Working with both parties to find suitable arrangements for collaborative activities: Conferences, seminars, workshops, awards, internships. IUFRO always stresses how important this partnership is for them so they are also keen to get IFSA students involved in their activities whenever possible. However, own initiative is key to convert their great willingness to include IFSA into actual participation.
- Each LO IUFRO is per MoU part of the IUFRO Honours and Awards Committee
 - since these awards are only given out at every IUFRO world congress, which takes place every 4-5 years (next one takes place in September 2019 in Curitiba, Brazil) and acting in this function will only be required in the year before an IUFRO world congress, this is not an annual task but occurs every 4-5 years. The coming term 2018/19 will be such a term.
 - Hence, the LO has to be prepared for additional workload, especially during nomination and evaluation phase
 - the LO will coordinate nominations to the different Distinguished awards with the other members of the committee
 - main responsibility is the IUFRO Student Award for which the LO is one of the addressees for nominations, received nominations are to be forwarded to the Committee and evaluated together
 - the LO drafts and publishes a call for nominations for the Student Award and promotes it through different channels of social media, website, newsletter and e-mail forwarders
 - for more information on IUFRO honors and awards see:
 - <https://www.iufro.org/discover/awards/>
- Writing articles or facilitating IFSA member contributions to the newsletters of the respective organizations (IUFRO News, IUFRO Spotlight) and IFSA (Tree News, Newsletter, Blog)
- Forwarding/Promoting relevant articles and publications of IUFRO and Member Organizations, including IUFRO News and Spotlight, through the different IFSA communication channels (Facebook, ifsaworld forwarder, IFSA Newsletter)
- Updating online notice boards with relevant events (IFSA web page and partners web page)
- Discussing issues with the IFSA president and when necessary with the IFSA direction before taking decisions

Recommendation: LO should introduce her-/himself to IUFRO at the beginning of the term so they know the face to the e-mail address. Best possible to do this would be the Board meeting and/or, in a congress year, the world congress. If the LO is not able to attend either one, a short article about oneself should be sent to IUFRO for publishing on the website or through the newsletter.

Coordinating with the IFSA/IUFRO Joint Task Force on Forestry Education

- Collecting applications for internship position(s) 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
- Writing articles or facilitating IFSA member contributions to the newsletters of the respective organizations and IFSA
- Updating online notice boards with relevant events (IFSA web page and partners web page)

Time:

At times, especially building up to big events like the world congress or in the application period for the internship, the position can require up to 20 hours, at others not more than 5. However, in the end it depends on motivation and one's own initiative how much time is needed. If there is no required action to be done, there is always the possibility to explore new opportunities with the partner organization. Since the coming term (2018/19) will be the year leading up to the IUFRO world congress it will be an exceptionally busy one for the LO, coordinating the IFSA contributions to the congress and the participation of an IFSA delegation. The availability to manage this additional workload should be considered when applying.

Draft Work Plan (most important tasks):

- Establish and maintain contact with IUFRO Honors and Awards Committee of which LO is part to contribute to the evaluation and selection process of nominees leading up to the world congress.
- Explore possibilities of IFSA contributions to the world congress with both the JTF on Forest Education and the IUFRO Secretariat. It should be checked early on how many delegates of IFSA can be sent and then a call for participation at the congress created and promoted with appropriate time in advance.
- Continue the process of the extension of the grant contract between IUFRO and IFSA, in which the funding for the internship is agreed upon. The contract ends in December 2018, favorable would be an extension over the next 4-5 years (next world congress after the one in 2019 could be a time reference)

Liaison Officer for the Youth in Landscapes Initiative

Background:

The Youth in Landscapes Initiative (YIL) is a partnership between the Global Agroecological Association GAEA, the Young Professionals for Agricultural Development (YPARD) and IFSA. It was informally established in 2013, when the social media team of the Global Landscapes Forum and the associations chose to work together and give youth a space to use many opportunities. The partnership evolved during the next GLFs and peaked in a GLF youth coordinator position, which is mostly run by a former or active YIL member. Together with GLF, the YIL does create, prepare and run various workshops at GLFs and related events, and tries to channel youth efforts into stronger and more visible actions. The main goal for YIL is connection and capacity building for young professionals and students. The finances are mostly coming from GLF, allocated by the Youth coordinator

<http://community.globallandscapesforum.org/youth-in-landscapes/>

As Liaison for YIL you will be part of the Steering Committee (SC), which consists of one member of each organization plus the GLF youth coordinator. Together, the committee decides on every major involvement. Usually, there is a skype meeting every 2-weeks at a set time, where upcoming opportunities, events and problems are discussed and a decision is made.

Duties:

- Participate in SC meetings
- develop and contribute to events, workshops
- advertise YIL events
- participation in those events is crucial and expected (usually 3 GLFs per year)
- function as focal point for every young person that is interested in participating in YIL events
- reach out to other organizations and motivated, interested people to expand YIL
- work closely with the IFSA president and the GLF youth coordinator

Benefits:

- You can develop your skills and collect lots of experience in running and designing workshops, leading delegations and organizing events
- you might be funded by GLF (partially) to go to the meetings
- You get the opportunity to reach out to many interesting and different people across the globe

Briefing and Wrap Up:

With the YIL position, you should make sure that you have enough time for it. Since you can actively shape and contribute to many events and since YIL has only little capacity to rely on, there is a big responsibility. The position takes lots of time to fill out, especially before GLFs it is not uncommon to work 2-3 hours a day for two weeks. As you are a key part of the Initiative, you can also decide on its development and on the way it will evolve. Together with your partners, who are more or less committed, you might take on more work than you would like to, but you also will have more fun and feel great about giving so many delegates chances they would have never had without you. Further, the GLF is a great organization, that aims for youth involvement and thus it is interested in giving you space and money to make it work! Also, you are very free in what you want to do and realize new projects.

Due to the high responsibility and the importance of this position, an experienced IFSA member, who has been to some workshops and international events already, preferably the GLF, is recommended as position holder.

Liaison Officer for IFISOⁱ

Background:

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.

Duties:

Be the link between IFISO and IFSA

- ifiso.lo@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://managementifiso.wixsite.com/ifiso>
Facebook: IFISO Group

Time management advice: about 3 hours a week

ⁱ The Position will most likely get dissolved and duties shared by board and HoS Projects and Grants