

# JOB DESCRIPTIONS

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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 Association's 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 principal 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.

### **Key Duties and Responsibilities:**

Time management advice: at least 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 the 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 the 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

*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.

## 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 inevitably 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.

### Key Duties and Responsibilities:

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.
- 2. Preparation and convocation of the General Assembly
- 3. 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 Communication Commission.
  - d. Undertake quarterly website and IFSA Blog reviews with IFSA Officials to ensure information is up to date
  - e. Maintain communication and update contact details of IFSA consulting members
  - f. Annually update job descriptions
  - g. 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
  - h. Assist the Communication Commission (specifically web Sub-Commission) in keeping the homepage up to date
  - i. 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
  - j. 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.

- k. 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
- l. Help the IFSA President continue to collaborate actively with professional and student partners
- m. Direction and Board Meetings
  - i. Coordinate and Schedule Monthly Direction and Board Meetings
  - ii. Utilize Whenisgood poll, Google Documents, Google Calendar, Asana, Slack
- n. 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.

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

## 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](mailto:info@ifsa.net), [secretariat@ifsa.net](mailto: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 Communication 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.



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.

### **Key Duties and Responsibilities:**

#### *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*

- Reside 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 a letter from the financial department about the 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.

Communication Commission: 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 are vital.

## 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.

### **Key Duties and Responsibilities:**

- 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 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 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 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

## Councillors

### 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 its 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 require that a Head of Council must be appointed among the three Councilors.

1. External Affairs Councillor 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 Communication 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.

### Key Duties and Responsibilities:

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;
- 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:**

#### *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 councillor 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 councillor 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 training requires 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 Communication 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 councillor will balance out the rest of the Council by keeping an ear 'on the ground' and representing the needs of our LCs.

## Head of Capacity Development Commission

### **Background**

The Head of Capacity Development Commission is responsible to oversee the seven Sub-commissions listed below:

- Cultural Competency
- Forestry Education
- Language
- Project and Grants
- Carbon and Sustainability
- Mentorship
- IFSA IUFRO joint task force

The latter is included in the CDC Commission, considering the common field of focus with the Forestry education sub-commission.

The purpose of this commission is to provide a learning experience to increase the internal capacity of IFSA officials and members. At the same time, the Commission ensures support in different aspects concerning the governance of the association. The types of training could be focusing on fundraising, forest education, languages program, cultural competency. On the other hand, the Carbon and Sustainability and Mentorship Sub-commissions are serving as new systems and standards set in place to achieve carbon-neutral the first, while the latter to transfer knowledge in order to close communication gaps between experienced members and new members.

Each sub-commission is tasked with specific responsibilities to fulfil. Therefore, to ensure close communication and interaction between its commission members, the Head of Capacity Development Commission is playing an essential role to lead, assist and unite the sub-commissions and working as one whole team.

*Main Goals of the Capacity Development Commission:*

1. Provide both professional and personal skills development to IFSA officials and members
2. Enrich membership experience through providing a non-formal educational experience
3. Provide membership values through training opportunities to IFSA members
4. Strengthen IFSA internal capacity to allow development

### **Key Duties and Responsibilities:**

1. Encourage and coordinate training for the IFSA delegates at the external meetings
  - a. Stay updated to external delegation or meetings opportunities of IFSA
  - b. Provide aids to applicants with their application if requested by them
  - c. Follow up after events and review the outcomes of the training.
2. Encourage the organization of training workshops at IFSA events (IFSS, regional meetings etc)
  - a. Overseeing planning of training workshops with relevant head of sub-commissions
  - b. Work with events organising committee to ensure relevant training workshops for participants and officials take place.
  - c. Close communication with the board to ensure training workshops are aligning with the association's aims
  - d. Arrangement and coordinate the training workshops or courses
3. Project and grants
  - a. Work closely together with Project and Grants Sub-Commission
  - b. Prepare a yearly budget for training
  - c. Apply for EU-Training Grant
4. Coordination and Communication
  - a. Oversee activities of the Commission and keep track of progress
  - b. Organize monthly online meetings with all Commissioners
  - c. Close contact with other commission heads (communication commission and international policy commission) through a monthly meeting
  - d. Work closely with all individual sub-commissioners in the commission, keep to date of their progress, offer helps and resolving issues if any
  - e. Close communication with the overseeing councillor, report back constantly

### **Collaboration and relationship:**

- Close communication with Communication Commission and International Policy Commission
- Close communication with overseeing councillor and the Vicepresident
- Overseeing all the sub-commissions of the commission (Forestry Education Sub-commission, Mentorship Sub-commission, Carbon and Sustainability Sub-commission, Language Sub-commission, Cultural Competency Sub-commission) and IUFRO-IFSA Joint Task Force on Forest Education

**Selection criteria:**

- Motivated and enthusiastic about bringing positive changes in the commission
- Teamworking skills and responsive to needs, questions or concerns of other officials
- Leadership skills, as you will be leading a group of sub-commissions
- Great work ethics and proactiveness

## Head of Communication Commission

**Background**

The functions of Communication 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, Publication Sub-Commission and Treehouse Sub-Commission and a group of Commissioners volunteering under the Commission to assist the functioning of all Commissions. Furthermore, the Communication Commission responsible for endorsing IFSA Communication Strategy to ensure adequate information is delivered through the right channels effectively.

**Key Duties and Responsibilities:**

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, revise 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 Communication Commission should be prepared to contribute a minimum of 4 hours per week for IFSA work and maybe more for spontaneous requests from other officials or external personnel.

### **Skills:**

Head of Communication Commission should be equipped with:

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

### **Collaboration (Relationships):**

Head of Communication Commission will be expected to stay in regular contact with the heads of Sub- Commissions. Therefore, a 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.

# Head of International Policy Commission

## **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](http://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.

### *The 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 fulfil their role.

### **Key Duties and Responsibilities:**

Act as the contact person of the IPC, including as liaison between the IFSA Board, IFSA members, IFSA Officials Job Descriptions 2018-19 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 fulfil 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