

# IFSA Job Descriptions 2024

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## Board

### Background

The most important thing about the IFSA Board is that it works as a team. In the job descriptions, you will find more specific tasks for each Board member, but in practice, the Board works together on most of the tasks and can also divide them as they will. If you are interested in a Board position, make sure to additionally go through the tasks of the Board.

Board members should be passionate about IFSA, have good communication skills and leadership skills.

### Duties and responsibilities

#### General

1. Board is ultimately responsible for the association
2. Take any action that needs to be done and no one does
3. Take any other decision that is not specified in the RoPs

#### IFSA Strategy

1. Oversee implementation of the IFSA Strategy
2. Prepare the yearly Strategy work plan
3. Ensure that the work plan is followed by each department
4. Coordinate the collection of data for Indicators
5. Prepare the Strategy Report

#### Documents

1. Prepare the IFSA Annual Report
2. Publish the Bimonthly Board Report

#### Create a strong, connected team between the IFSA Officials

1. Encourage and involve all members and create a motivating and pleasant working atmosphere.
2. 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.
3. Ensure continuity by facilitating the maintenance of detailed and accurate records of IFSA activities (partnership status, past successes, failures, etc.).
  - a. This includes guiding IFSA officials in how changeover documents should be maintained and the management of the Officials Master Folder.
4. Serve as a point person for IFSA officials and members who encounter issues

## Direction

### Background

The most important thing about the IFSA Direction is that it works as a team. In the job descriptions, you will find more specific tasks for each Direction member, but in practice, the Direction works together on most of the tasks and can also divide them as they will. If you are interested in a Direction position, make sure to additionally go through the tasks of the Direction.

The Direction should have an overview of the whole organization and focus on long term planning and projects for IFSA.

The Direction takes decisions on all financial matters.

The Direction members are the legal representatives for IFSA.

### Duties and responsibilities

#### General

1. Long-term planning
2. Represent IFSA, both legally and with other organizations
3. Assist any other direction member in fulfilling their tasks
4. Ensure that IFSA Statutes and RoPs are correctly followed

#### Finances

1. Take all IFSA Financial decision
2. Ensure that they follow the approved IFSA budget
3. Lead the development of applications for grants or other funding sources
4. Manage the IFSA Development Fund

#### Documentation

1. Collect the IFSA Official's information at the start of the IFSA Term
2. Oversee update the job descriptions annually
3. Lead preparation of the Annual Report for the General Assembly
4. Coordination of the IFSA Officials' midyear and final progress reports
5. Prepare the IFSA Strategy

#### Coordination of IFSA Officials

1. Support and assist Officials with their positions when necessary
2. Promote the Officials' positions in case of vacancy

3. Organise activities before the end of IFSA term to promote the Officials' positions (e.g. IFSA Officials' Roundtable Series).

### **Interim**

1. Find an Organising Committee for hosting the Interim with the help of the Board
2. Logistical coordination of the Officials' Participation in the meeting
3. Preparation of the Interim agenda with the help of the IFSA Board

### **International Forestry Students' Symposium (IFSS)**

1. Maintain a regular connection with the IFSS Organising Committee
2. Make sure the organisation of the event is running smoothly
3. Assist the Organising Committee when needed
4. Coordinate the IFSS program for General Assembly and IFSA activities (e.g. IFSA Workshops, Plenary Sessions)

### **General Assembly**

5. Coordinate the General Assembly agenda preparation
  6. Organise the preparation of General Assembly materials (e.g. GA Guide, GA Invitation, changes to Rules of Procedure, slides for the Plenary Sessions).
-

## President

### Background

The President is the principal representative of the Association and together with the External Councillor leads the management of all external partnerships. The President is the face of the Association in many spaces which means that IFSA values should be at its core. When it comes to sharing opinion it is important that the President is aware of its role and speaks for IFSA forgetting about his/hers personal perspective or objectives. A President must be committed, selfless and responsible, both good and bad outcomes can be attributed to its leadership.

### Duties and responsibilities

#### Engagement with External Partners

1. Officially represent IFSA.
2. Develop and enhance partnerships with organisations globally.
  - a. Attend, actively participate, and promote IFSA in forestry and related science organisation meetings.
  - b. Ensure partners and IFSA Officials work in strong collaboration to deliver value to IFSA Partners and members alike.
3. Actively take part in international events where possible, guide interventions made on behalf of the organisation.
4. Represent IFSA and the interests of youth through participation in international forums and events.
5. Assist External Councillor in overseeing and coordinating the External department.

#### Facilitate IFSA's operational tasks and activities

The president should chair

1. Board Meetings
2. Interim

### Skills and knowledge

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

1. Know well IFSA and how it works across all departments.
2. Have good knowledge about the IFSA external department and IFSA Partners.
3. Know IFSA Partners and be interested in the international policy sector.
4. Be comfortable with public speaking and networking.

5. Be filled with the spirit of IFSA and a passion for serving the IFSA members.
6. Be hard-working and well-organised.
7. Be flexible with the ability to listen to others.
8. Be able to delegate and coordinate, while setting and keeping priorities, be cross-culturally competent and willing to give a voice to all IFSA members across the world.
9. Have strong writing skills and diplomacy.

### Estimated Workload

On average, 15+ hours a week. It can range from 10 to 25+ hours, while participating at International events or if there are urgent IFSA Tasks.

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## Vice President

### Background

The Vice President (VP) is responsible for taking care of all the internal aspects of IFSA and supervises all matters that are not related to engagements with external partners.

This means working closely with the Executive Secretary to lead all the task to run IFSA as an organization (eg. collect official contact info at the beginning of the term, send out open calls, ...). At the same time the VP should assist the internal and membership councillor in overseeing their departments

### Duties and responsibilities

#### General responsibilities

1. Collaborate with the respective councillors to oversee the Internal and Membership Departments
2. Assist the Internal and Membership Councillors when needed
3. Assist the Membership Councillor in overseeing the Regional Meetings' planning.
4. Perform the duties of the President in their absence
5. Perform the **Direction Tasks**

#### Engage with the IFSA Officials

1. Schedule and prepare the Welcome Call and Google Tools Webinar for the new IFSA Officials at the beginning of the term
2. Create activities for Officials to learn what other departments are doing and get to know more about their co-workers (eg. Officials Hangouts)

### Skills and knowledge

1. Very good and in-depth IFSA knowledge
2. Excellent writing and communication skills
3. Project management and organisational skills
4. Problem-solving skills
5. Leadership and motivational skills

### Estimated workload

- Average 15+ hours a week

- 
- Availability and flexibility to take on tasks last-minute
- 

## Treasurer

### Background

The Treasurer has the responsibility of managing the IFSA Finances. They are managed through a bank account at a bank in Germany. It is managed by using the online service of this bank. The Treasurer has to handle all businesses that concern this account like ordering transfers, regular contact with the bank, or checking the statements of the account. IFSA also has a PayPal account that is linked with the bank account. The Treasurer is responsible for maintaining this account and including it in the accounting.

The Treasurer should also speak German, as they are the contact point between IFSA and the German authorities.

### Duties and responsibilities

#### Manage IFSA Finances

1. Make all transactions on the IFSA accounts
2. Check the reimbursement forms before performing transactions
3. Check regularly with the IFSA accounts and monitor any income
4. Ensure that the IFSA expenses follows the approved budget
5. Keep records of all transactions, in particular of reimbursements forms and their attachments.

#### Reporting

1. Prepare the financial report for the calendar year and the IFSA Term to present at Interim and the GA
2. Lead the drafting on the IFSA budget for the GA

#### Communication with German authorities

1. Register the new IFSA Direction at the court in Freiburg
2. The Treasurer is also responsible for good and regular contact with the revenue office in Freiburg to keep the status as a non-profit organisation in place (there is an audit every three years)
3. Any other communication with the German authorities

#### Membership fees

1. Send invoices for membership fees to every LC



2. In collaboration with the membership department ensure that LCs pay the membership fee
3. Compile a report with the LCs that have paid the membership fee by the GA
4. Update status of countries income every year

### **IFSA Fundraising**

1. Collaborate with the Head of Fundraising Sub-Commission in working on funding resources for IFSA

### **Skills and knowledge**

1. Be fluent in German
2. Organised and reliable
3. Experienced in/able to conduct financial reporting
4. Proficient in financial matters and able to conduct reimbursements timely

### **Estimated workload**

- Average 1-3 hours a week to manage the IFSA finances
  - Additional 5-10 hours a week to support additional tasks
-

## Executive Secretary

### Background

The Executive Secretary is a member of the direction and is going to be involved with many of the direction tasks. The Executive Secretary should be involved in all the matters that concern the administration and running of IFSA as an organisation (opposed to implement specific actions, that are mainly done by the departments).

### Duties and responsibilities

1. Take the lead in performing the **Direction Tasks**
2. Ensure the general bookkeeping and administration of the organisation
3. Focus on long - term planning for IFSA
4. Assist other direction members in their tasks
5. Act as direct contact point between IFSA and IFSA SAN

### Skills and knowledge

- Very good knowledge of IFSA and activities of all departments
- Interest in general administration of the organisation and long term planning
- Good time management skills
- Good communication skills

### Estimated Workload

- Average 15+ hours a week
  - Availability and flexibility to take on tasks last-minute
-

## Council

### Background

The council is composed by three Councillors, each of them leading an IFSA departments

1. The Councillor of External Affairs assists in coordinating IFSA's external partnerships and processes with the President. Overseeing the International Processes Commission and Partners Commission.
2. The Councillor of Internal Affairs who will focus on increasing the membership experience and work with the Vice President to oversee the Communication and Capacity Development Commissions.
3. The Councillor of Membership Affairs focuses on coordinating regional action and overseeing the Regional Representatives.

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

### Duties and responsibilities

The Council has the following tasks:

1. Judging the suitability of members and applicants for membership and admitting new members
    - a. Work with the relevant regional representative(s) to assist potential members with the application process.
  2. Verifying the IFSA accounts and bookkeeping at the end of the calendar year and at the end of the Treasurer's term
  3. Advising and supervising Departments
-

## Internal Councilor

### Background

Internal Councilor supervises and coordinates the Internal Department which consists of the [Communication](#) and [Capacity Development](#) Commissions. The Internal Councilor ensures that both commissions are working properly to create positive outcomes in their tasks and projects and collaborate effectively with other commissions, sub-commissions, or departments.

### Duties and responsibilities

1. Ensure that both commissions are functioning properly by being aware of the issues and concerns that may arise, and needs of the Heads of Commissions and Sub-Commissions to effectively implement solutions together.
2. Facilitates the transfer of information between the commissions and the Board.
3. In these tasks, they are directly assisted by the Vice President and the Executive Secretary.
4. Should stay in direct communication with the Heads of Commissions, Heads of Sub-Commissions, as well the rest of the board.
5. Assist the Heads of Commissions during task completion.

### Skills and knowledge

1. Good knowledge about the IFSA Internal Department and its activities. It is an advantage to have previous experience in this department
2. Proficient skills in communication, project management, problem-solving, and teamwork
3. Organisation and proactive skills

### Estimated Workload

- Average of 5-10+ hours a week on Internal department tasks
  - Average 3-5 hours per week on general Board tasks
-

## External Councillor

### Background

External Councillor supervises and coordinates the External Department which consists of the [Partners](#) and [International Processes](#) Commissions. Ensure that commissions are working properly both in the outcome and good interpersonal connections.

### Duties and responsibilities

1. Assure the proper work in both commissions by being aware of the issues, questions, or needs of the head of commissions and sub-commissions, looking for solutions together. In order to facilitate the information between the commissions and the board.
2. In these tasks, they are directly assisted by the President.
3. Should stay in direct communication with the head of commissions, head of sub-commissions as well the rest of the board.

### Skills and knowledge

1. Good knowledge about the IFSA external department and its activities
  - It is recommended/required to have previous experience in this department
2. Knowledge in communication/project management/team working
1. Ability to communicate effectively with people
2. Organisation and proactive skills

### Estimated workload

- Average of 5-10+ Hours a week on External department tasks
  - Average 3-5 hours per week on general Board tasks
-

## Membership Councillor

### Background

Membership Councillor (MC) is the position directly responsible for coordinating the [Regional Representatives](#) (RRs) and reviewing the incoming membership applications. It is important to keep the RRs in the loop and facilitate their cohesion, to work on the membership projects together as a team. Organising monthly departmental meetings is also important for enhancing a good working relationship and communication in the department.

Besides the work in the department, the MC is also a Board member which brings along other responsibilities.

### Duties and responsibilities

1. Review the membership applications and approve or reject them
2. Keep in contact with all Regional Representatives and be aware of the status of each region
3. Provide assistance for Regional Meetings
4. Keep the membership documents up to date (e.g., application forms, expulsion doc, membership database, etc.)
5. Attending Council and Board meetings
6. Reporting the departmental news at the Board meetings
7. Being responsive to RRs' and LCs' doubts and questions
8. Answering emails when someone wants to become a member

### Skills and knowledge

1. Communication skills
  - a. MC is in constant contact with the Regional Representatives, and sometimes also invited by the LCs and regional meetings to talk about IFSA and membership issues. Hence, a particular level of communication skills are required.
2. Problem-solving skills
  - a. During the term, there will always appear situations requiring a level of adaptation and problem-solving skills will be a great asset.
3. Leadership skills
  - a. Coordination of 14 Regional Representatives and overall work in the department on common tasks is a pleasurable and fulfilling but also demanding role. It indeed requires leadership skills and a good level of knowledge of the association.
4. Writing skills

- a. As part of the Board, MC contributes to the Board reports, Annual Report, departmental reports, grant applications and other written documents where a certain level of writing skills is a must.

### Estimated workload

To ensure the most basic duties, around 10-15 hours per week are required. To make the department work very well and smoothly, together with helping with the Board duties, 15 hours per week might be exceeded.

# Commissions and Sub-Commissions

## Background

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 the 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 they should name a commissioner as their replacement. The person named will be considered as an official for this particular meeting.

## Head of (Sub-)Commission

The Head is the coordinator of the Commission and Sub-Commissions. The main responsibilities are to have a constant overview of what is happening within their 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 fluent communication between the team members. Good communication is also essential with the IFSA Board, other Commissions, and Sub-Commissions.

## Commissioners

Commissioners aren't elected officials who work together with the Head of the Sub-Commission to fulfil the commission tasks. Commissioners can be added to the Commission or Sub-Commission upon the recommendation of the Head of Commission or Sub-Commission and approval of the Council.



# External Department

## International Policy Commission (IPC)

The International Policy Commission (IPC) of IFSA is a Commission that oversees IFSA delegations (groups of IFSA members) at international processes. Policies are multilateral establishments centered around particular negotiations, agreements, or treaties. They consist of groups of organizations or governments working together for a common purpose, most commonly in the form of a forum, conference, or program. Policies enable IFSA to participate at a higher level. Currently, these include policies surrounding the partner institutions and organizations UNFF, UNFCCC, UNCCD, UNCBD, UN Environment, and Forest Europe, as described below.

The objective of IPC is to facilitate IFSA delegates to learn about emerging issues related to forestry & environment, and in some cases, advocacy is involved on behalf of youth inclusion, engagement, and advancement of forest education. The IPC should work very closely with the Partners Commission (PAC), as there are very close synergies between the two commissions. The International Policies Commission is managed by the Head of the International Policies Commission and overseen, together with the Partners Commission, by the Councilor of External Affairs.

## 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 an observer organization status and also acts as a youth focal point at the UNFF, thus is allowed to participate as an observer to the UNFCCC, CBD, and Forest Europe's MCPFE (Ministerial Conference on the Protection of Forests in Europe).

## Duties and responsibilities

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

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

## Head of International Policy Commission (IPC)

### Background

The Head of IPC directly oversees and coordinates the IPC, ensuring that all the tasks are carried out. The Head of IPC should help the HoSCs in their tasks and be available to take any task in the Commission if needed.

## Duties and responsibilities

- Schedule and organize Commission meetings
- Ensuring that all the goals of the Commission are met
- Staying in touch with the External Councilor in all the matters related to the Commission
- Directly supporting HoSCs in their tasks
- Performing tasks that HoSC is unable to complete
- Ensuring teamwork and good communication inside the Commission
- Develop policy statements leading the advocacy aspects of IFSA through events and delegation

## Skills and knowledge

- Knowledge about the IFSA External Department and the field of international forest policy
- Project management and communication skills

## Estimated workload

- The average workload is 10 hours a week
- 

## Head of UNFF Sub-Commission

### Background

IFSA, the designated Major Group Children and Youth for the United Nations Forum on Forests, embodies a profound commitment to represent and advocate for the voices of diverse young generations at this high level forestry forum. During the biannual sessions usually held in May, where all participating state members convene to deliberate on crucial topics and agenda, IFSA takes on crucial roles, coordinating the delegation, delivering youth statements, conducting side events, and other responsibilities.

Beyond attendance and delegation duties at the UNFF sessions, the Head of UNFF Sub-Commission shoulders demanding tasks, including filling out questionnaire surveys from consultants, initiating and guiding harmonious coordination among major groups, engaging in meaningful dialogues with fellow youth constituencies, and overseeing an array of critical assignments.

Considering the scope of the responsibilities, it becomes apparent that possessing a keen understanding of international forest policies, exceptional time management skills, and a talent for adeptly organising and collaborating with diverse stakeholders are absolutely crucial. These attributes not only bolster collaborative endeavours but also serve as catalysts for generating groundbreaking ideas that invigorate and elevate the UNFF's mission, creating a profound impact on a global scale.

### Duties and responsibilities

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:

- Collaboratively formulating the UNFF MGCY Work Plan in conjunction with the Head of IPC and other pertinent officials;
- Compiling all pertinent information on IFSA activities related to the Global Forest Goals and the youth's contribution to the UN Strategic Plan for Forests (UNSPF);

- Attending and coordinating the delegation at UNFF sessions, the High-Level Political Forum (HLPF), and other significant meetings, predominantly held in New York City;
- Participating in and delivering youth statements during several important meetings, requiring substantial expertise in forestry-related subjects;
- Responding to relevant questionnaire surveys from UNFF consultants, covering various topics such as SDGs, forest monitoring, GFFFN, Major Groups, and more;
- Pioneering and overseeing relevant programs that can be proposed to the UNFF secretariat;
- Coordinating with other UN youth constituencies on important matters like SDGs, youth engagement, economic development, and other significant themes;
- Producing progress reports to be shared with relevant stakeholders;
- 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).
  - Preparation of a speaking contribution at the Forum on behalf of the MGCY
- 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.
- Share news and opportunities from UNFF with IFSA World through relevant IFSA communication channels.

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

## Skills and knowledge

The following skills and knowledge are required for this role:

- Understanding the UNFF process and ability to manage various endeavours
- 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
- Social and professional networking abilities
- Project management skills
- Report writing ability (policy writing skills a plus)

## Estimated Workload

- Time responsibilities for this role vary depending on the time of year; usually, 5-10 hours per week. Given the increasing scope and responsibility of this role, but mostly leading up to the UNFF Session it may require upwards of 15-20 hours a week commitment.

## Rotation

- UNFF Sub-Commission is a team of 2 officials which each work for 2 years. The elections for UNFF HoSC are asynchronous, each year one gets elected and one HoSC remains.
- 

## Head of UNFCCC Sub-Commission

### Background

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

The job as Head of Sub-Commission UN 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. The position involves a lot of content-related work when prepping delegations, or searching for youth involvement opportunities related to climate change.

IFSA's status as a 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. Beyond COP, there are regional climate weeks and the annual Bonn Climate Change Conference and IFSA's attendance there will also be your responsibility.

The rest of the year will be what you choose to make out of it. Besides following or attending smaller UNFCCC conferences and meetings, 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. You really can be creative!

## Duties and responsibilities

- Act as IFSA's focal point regarding all UNFCCC related matters
- Work closely with the International Policy Commission (IPC) of IFSA and participate in monthly meetings, encourage teamwork, and leverage synergies within IFSA and between IFSA and the respective partner organizations
- Mainstream key topics of UN Climate in IFSA
- Organize delegations for UNFCCC events (COP, Bonn Climate Change Conference, Regional Climate Weeks, etc.)
- Keep in contact with the youth constituency YOUNGO and participate in their events

## Skills and Knowledge

The following skills and knowledge are required for this role:

- Good knowledge of UNFCCC and its activities
- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills
- Good understanding of the international climate policy landscape and the United Nations in general
- Passion to lead diverse delegations and educating the IFSA membership
- Creativity and proactiveness

## Estimated workload

- ~2-5 hours per week, 5-15 hours per week leading up to COP and other major events

## Term Duration

- UNFFFC Sub-Commission is for 2 years from 2024/25 term to prepare for the COP30 event and delegation.
- 

## Head of UNCCD Sub-Commission

### Background

The task of this job is to give IFSA members the opportunity to gain a better understanding of the processes in UNCCD.

The job as Head of Sub-Commission UN Convention to Combat Desertification (UNCCD) can be very diverse. On one hand, you will have some administrative tasks when it comes to announcing UNCCD 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 UNCCD meetings. The position involves a lot of content-related work when prepping delegations, or searching for youth involvement opportunities related to combating desertification.

IFSA's status as a UNCCD admitted NGO enables IFSA members to attend meetings of the UNCCD bodies as part of an IFSA delegation. The highlight of the year is the biannual 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 UNCCD.

The rest of the year will be what you choose to make out of it. Besides following or attending smaller UNCCD conferences and meetings, you can search for ways of educating young foresters about the UNCCD process or do a lot of strategic and content-related work within the IPC. You really can be creative!

IFSA's relationship with UNCCD is yet to be as established as it is with UNFCCC. A base for the relationship has been founded on successful and active participation in previous UNCCD events but a lot of opportunities still lie ahead. Inspiration and examples for more activities and collaboration can be found in the relationship IFSA has with UNFCCC.

## Duties and responsibilities

- Act as IFSA's focal point regarding all UNCCD related matters
- Work closely with the International Policy Commission (IPC) of IFSA and participate in monthly meetings, encourage teamwork, and leverage synergies within IFSA and between IFSA and the respective partner organizations
- Mainstream key topics of UNCCD in IFSA
- Organise delegations for UNCCD events
- Seek opportunities with UNCCD (events, campaigns, workshops, web opportunities, etc.) to enhance youth engagement

## Skills and Knowledge

The following skills and knowledge are required for this role:

- Good knowledge of UNCCD and its activities
- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills
- Good understanding of and interest in desertification topics
- Passion to lead diverse delegations and educating the IFSA membership
- Creativity and proactiveness

## Estimated workload

- ~2-5 hours per week, 5-15 hours per week leading up to COP and other major events

## Term Duration

- UNCCD Sub-Commission role is for 1 year.
- 

## Head of UNCCD 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 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 and responsibilities

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. The pivotal duty of the IFSA Head of Sub-Commission UNCBD is to coordinate IFSA's engagement in the upcoming UNCBD COP. This means the position holder needs to liaise with other youth organisations, most of all the UN Major Group for Children and Youth (MGCY) Global Biodiversity Youth Network (GYBN). Furthermore, they are required to communicate Conventions' updates and opportunities to IFSA members as well as to organise respective delegations. 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:

- Keep in contact with the youth constituency GYBN and participate in their events
- Advertising an open call for delegate applications months in advance
- Selecting and notifying delegates
- Preparing them (and hopefully yourself) for attendance
- Make a proposal for a possible side event at the COP venue
- Organizing the social media campaign that will share the event with IFSA members worldwide
- Writing a report afterward

## Skills and Knowledge

- Leadership and teamworking skills
- Strong communication skills

- Long term planning
- Report writing skills
- Proficiency in English (both written and verbal)
- Good understanding of the international biodiversity policy landscape
- Interest in biodiversity topics
- Good knowledge of the UNCBD and their activities

### Estimated workload

~2-5 hours per week, and 5-10 hours per week when preparing and coordinating the COP delegation

### Term Duration

- UNCCD Sub-Commission is for 2 years from 2024/25 term.
- 

## Head of Forest Europe Sub-Commission

### Background

Previously called “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 organized by Forest Europe since then. The process was initiated because of the forest decline 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 Commission, 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 definition of Sustainable Forest Management (SFM) and the development of guidelines, criteria, and indicators for SFM in pan-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.

The Head of Forest Europe Sub-Commission is the focal point of Forest Europe and seeks opportunities for students with them while raising awareness about Forest Europe amongst IFSA members.

## Duties and responsibilities

- Act as the contact person between IFSA and Forest Europe, meaning their job is to be in contact with the IFSA Board, Head of IPC, and Forest Europe. The Head of Forest Europe Sub-Commission will maintain correspondence and strengthen bonds between both organizations.
- Promote Forest Europe to all IFSA members and actively look for further integration opportunities.
- Announce and possibly attend different preparatory and negotiation meetings (expert level meetings)
- Prepare a delegation for the Forest Europe meetings and report the meeting results when applicable.
- 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 HoSC Forest Europe should write a statement explaining IFSA's opinion about these processes. They may also be asked to read it in front of the assembly during the conference. The preparation of this document shall be coordinated with at least the IFSA President, External Councilor, and the Head of IPC (possibly other Officials in the External Department)
- The Official should be interested in becoming a member and contributing to the Forest Europe expert group on Green jobs.
- Readiness and interest to be involved in the organization of different events, such as webinars or workshops.
- Continue contributing to the organisation of the upcoming 9th Ministerial Conference on the Protection of Forests in Europe (MCPFE) 2024 in Bonn
- Contribute to the High Level Policy dialogues in November 2023

## Skills and knowledge

The following skills and knowledge are required for this role:

- Good knowledge of Forest Europe and their processes
- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills, including report writing abilities
- Good understanding of the European forest policy landscape

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- Interest in European forestry politics
- Interests in green jobs and forest education topics.
- Position is ideal for a student studying in a European country.

## Estimated workload

- 3-5 hours per week, depending on upcoming events
- It may extend up to 10-18 hours per week during the MCPFE and major events.

## Term Duration

- FE Sub-Commission role is for 1 year.
- 

# Head of UN Environment Sub-Commission

## Background

The UN Environment Sub-Commission was established at the 2018 IFSS in Mexico in 2018 and thus is still relatively young. As the United Nations Environment Programme (UN Environment) is a key facilitator of the UN decade on ecosystem restoration and a major stakeholder in the environmental area, it offers a wide range of options for collaboration and youth engagement (among others, the UN-REDD Programme). In the first two years of IFSA's partnership with UN Environment, the focal points for correspondence were part of sub-organizations, the UN-REDD Programme (a collaborative effort on Reducing Emissions from Deforestation and forest degradation in developing countries by UNFAO, UNDP, and UN Environment) and the Global Peatlands Initiative (GPI). IFSA is also a member of the latter. These collaborations shall be continued and strengthened, while the main mission for the Head of UN Environment Sub-Commission is to work out possible opportunities to involve the forestry youth to a greater extent in UN Environment activities, especially the Ecosystem Division, and to come up with ideas on how to create a long-term partnership with mutual benefits.

As part of the position, IFSA has started to engage with the UNEP Major Group of Children and Youth (MGCY) for information exchange and to plan possible involvements in the biannual UN Environmental Assembly (UNEA).

## Duties and responsibilities

- Act as IFSA's focal point regarding all UN Environment-related matters
- Work closely with the International Policy Commission (IPC) of IFSA and participate in monthly meetings, encourage teamwork, and leverage synergies within IFSA and between IFSA and the respective partner organizations
- Keep and improve contact with the main focal points of the Global Peatlands Initiative and the UN-REDD Programme
- Mainstream key topics of UN Environment (e.g. REDD+, GPI) in IFSA
- Organize and facilitate possible delegations to GPI events
- Enhance engagement with UNEP MGCY
- Seek UN Environment events and campaigns to enhance youth engagement
- Collect ideas in the run-up to UNEA, and coordinate a possible IFSA participation

## Skills and knowledge

The following skills and knowledge are required for this role:

- Good knowledge of [UN Environment and the Ecosystem Division](#)
- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills
- Good understanding of the international forest policy landscape and the United Nations in general

## Estimated workload

- 3-5 hours per week, up to 10 hours if there are events
- The role is for 1 year term.

## Term Duration

- UNEP Sub-Commission role is for 1 year.
-

## Head of World Food Forum Sub-Commission

### Background

The World Food Forum (WFF) is an independent global network of partners, created for and led by youth, to spark a movement to transform our agri-food systems and achieve the Sustainable Development Goals (SDGs) including “Zero Hunger”. WFF aims to serve as the premier platform to engage and harness the passion of youth, galvanizing action and identifying solutions to the growing challenges facing our agri-food systems.

IFSA started its partnership with WFF in 2021. Since this is just the second year of partnership, we are still developing projects together and building collaboration from regional to global. Our major collaboration will be in the three themes of youth action, innovation lab, and education, among the six themes of WFF.

The Head of WFF Sub-Commission functions as the communicational link between IFSA and the WFF to explore ways to involve IFSA members in WFF activities and maximize the mutual benefit for both organizations.

### Duties and responsibilities

- Act as IFSA’s focal point regarding all WFF-related matters
- Work closely with the Partners Commission of IFSA and participate in monthly meetings, encourage teamwork, and leverage synergies within IFSA and between IFSA and WFF
- Keep and improve contact with the main focal points at WFF
- Mainstream key themes of WFF in IFSA
- Organize and facilitate possible delegations to WFF events
- Seek WFF opportunities and campaigns to involve youth (e.g. research projects, internships, work opportunities for alumni, other EFI-related conferences, summer school, workshops, webinars, etc.)

### Skills and knowledge

The following skills and knowledge are required for this role:

- Knowledge of forestry and its relations to the food systems
- Ability to lead the youth groups

- Excellent written and oral communication skills (including excellent English language skills)
- Leadership and collaboration skills
- Proactivity

## Estimated workload

- 2-5 hours per week, but maybe more during the event times

## Term Duration

- WFF Sub-Commission role is for 1 year.
- 

## Head of UNECE Sub-Commission

### Background

The United Nations Economic Commission for Europe (UNECE) is one of the five regional commissions under the jurisdiction of the United Nations Economic and Social Council. It was established in order to promote economic cooperation and integration among its member states. The commission is composed of 56 member states, most of which are based in Europe, as well as a few outside of Europe.

Under the commission some activities are dedicated to the forestry, mainly to urban forestry that's where IFSA and UNECE interests are met. The first interaction between IFSA and UNECE happened in 2021 at COFFI 2021 where IFSA was present with the delegation, and continued with the co-organised online event IFSA-UNECE "Trees in Cities" Challenge Session.

The HoSC will be responsible for the establishment of stable partnership with further aim for the MoU and formalisation of the collaboration.

### Duties and responsibilities

- Establish and maintain regular contact with the UNECE focal point and other key contacts;
- Share UNECE news, social media campaigns, job and internship opportunities, and other relevant information via IFSA's various communication channels;
- Advertise UNECE events;
- Participation in those events is crucial and expected;

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- Organize and facilitate possible delegations to UNECE events;
- Seek UNECE opportunities and campaigns to involve youth.

## Skills and knowledge

The following skills and knowledge are required for this role:

- Knowledge of UNECE and its activities, and UN structure;
- Creativity, initiative, and innovative thinking;
- Excellent written and oral communication skills (including excellent English language skills);
- Leadership and collaboration skills;
- Project proposal and management skills.

## Estimated workload

2-5 hours per week, but maybe more during the event times.

## Term Duration

- UNECE Sub-Commission role is for 1 year.
- 

# Partners Commission

The Partners Commission (PAC) of IFSA is a Commission that oversees the engagement with IFSA partners directly and delegations at partner events. This Commission was created at the Online General Assembly in 2020 for reasons of consistency within the IFSA structure and hence comprehensiveness. The Partners Commission is one of two Commissions within the External Department of IFSA. Partners are organisations that work on a one-on-one basis with IFSA. They support our members by providing funding, internships, or opportunities and allow IFSA to provide additional benefits to members. Together with the International Policy Commission it helps structure IFSA's external engagements and releases the president of a great amount of correspondence and formalities, so they can save time for other missions. The PAC should work very closely with the International Policy Commission, as there are very close synergies between the two Commissions. The Partners Commission is managed by the Head of Partners Commission and overseen, together with the International Policy Commission, by the Councilor of External Affairs.

## Background

The structure of having Liaison Officers as single-connection focal points between partners and the president of IFSA has been an anomaly in IFSA's past, compared to other



departments, which are divided into Commissions and Sub-Commissions. In order to make the structure of the External Department congruent with the rest of IFSA, in 2020 a proposal for restructuring the External Department was submitted and approved during the General Assembly. Born from this effort, the Partners Commission was created.

The vision is that the creation of the PAC will facilitate teamwork between IFSA Officials in the Commission and within the whole organization, as Liaison Officers have been mostly working solitary before. A lack of communication and collaboration between the HoSCs and other officials has been a very frequent limitation.

Working in a team helps to connect officials, creating a stronger and more engaged group. Teamwork facilitates the flow of knowledge and experience among the members.

## Duties and responsibilities

The Sub-Commissions under the Partner Commission function as focal points from the IFSA side towards our partners. Therefore, they are in charge of a partnership and search for collaboration opportunities for our members and to create a mutual benefit for both organizations whenever possible.

The main task of the PAC is to coordinate any IFSA engagement with the external partners and prepare IFSA members for participation at various partner events (e.g. meetings, conventions, workshops) associated with the partner entities IFSA managed within the Commission. The Officials of the PAC shall continuously seek to augment and enhance the opportunities for IFSA members to become involved in partner activities (e.g. proactive search for collaboration opportunities, planning of workshops with partners enabling significant IFSA participation).

The PAC acts as a platform for students to engage with these partner institutions and organizations. In order to bring these partner opportunities to as many forestry students as possible, a lot of the work of the PAC revolves around communication.

## Head of Partners Commission

### Background

The position as Head of the Partners Commission is filled for the first time in 2020, after the creation of the Partners Commission at the Online IFSS 2020. The Head of the Partners Commission is tasked with overseeing and coordinating all the activities happening within the Commission. They oversee and work very closely with the eight Heads of

Sub-Commission (CIFOR, EFI, ITTO, IUFRO, ProSilva, RECOFTC, The Forests Dialogue, and FAO), ensuring the proper planning and execution of the yearly work plans, and assisting them in all capacities to ensure that they adequately fulfil their role.

## Duties and responsibilities

- Act as a contact person of the PAC, including as liaison between the IFSA Board, IFSA members, external partners, and the Heads of Sub-Commission. This includes reporting on a regular basis about the work of the PAC to the IFSA Board, Officials, and LCs.
- Oversee and supervise the work of the Heads of Sub-Commission and Commissioners (e.g. assist in workshop preparation, keep track of the preparation of delegations, ensure post-event reports are submitted in a timely manner, etc.)
- Maintain constant communication with the entire PAC in order to ensure that all members are aware of what others are working on (e.g. through a monthly PAC update newsletter, conference call etc). This includes activities to ensure motivation within the group, and to facilitate collaborations within the PAC.
- 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 standardising the calls for applications, etc.) or stepping in to fulfil specific tasks.
- Assist Heads of Sub-Commission in creating the calls for applications to events, disseminating these through IFSA channels, selecting delegates, distributing funding (where applicable), adequately preparing delegations, writing the post-event evaluations and reports, etc.
- Ensure the PAC Google Drive Folder is updated with the delegation reports and other PAC materials, for ease of access by Sub-Commissions

## Skills and knowledge

The following skills and knowledge are required for this role:

- Good knowledge of the external partners and activities of IFSA
- Good time management qualities
- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills
- Good understanding of the international forest institutional landscape

## Estimated workload

- 5-10 hours per week, can become 10-20 hours per week leading up to a partner event
- 

## Head of Regional Partnerships

### Background

IFSA has been growing and building relationships with several organizations which are still in a new budding phase. These relationships are not active enough to warrant a new SC but it is crucial to have a focal point to lead these conversations to build regional interest. This role aligns with the Membership Department as they have a strong hold on regional networks and is a space to further the relationships built by RRs or LCs, thus the role would be aligning with MD as well. This will be a 1-year role.

This role will be maintaining the regional partnerships, leading the conversations with 5 commissioners which will individually be focusing on the below mentioned 5 regions. Therefore, it is necessary that the HoSC Regional Partnerships appoint 5 commissioners at the beginning of the term to facilitate effective distribution of tasks and communication.

- Asia-Pacific: AFPA
- Europe: ProSilva, MYTF
- Africa: ECN
- Northern America: SFI
- Latin America: Wilderness International, ALECIF

### Duties and responsibilities

- Strengthening and maintaining the connection and cooperation between several regional partners and IFSA
- Informing the IFSA network on relevant partner engagements, events, and projects and vice versa
- Exploring possibilities to strengthen cooperation with regional partners

### Skills and knowledge

- Good knowledge of our different regional partners and their activities
- Strong English competency in both verbal and written form
- Collaboration skills
- Strong communication skills, including report writing abilities

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- Creativity and proactiveness

## Estimated Workload

- 2-5h per week

## Term Duration

The Regional Partnerships Sub-Commission role is for 1 year.

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## Head of IUCN Sub-Commission

### Background

The International Union for Conservation of Nature (IUCN) is an international organisation working in the field of nature conservation and sustainable use of natural resources. It is involved in data gathering and analysis, research, field projects, advocacy, and education. IUCN's mission is to "influence, encourage and assist societies throughout the world to conserve nature and to ensure that any use of natural resources is equitable and ecologically sustainable".

IFSA used to have the HoSC IUCN in the past, which was removed due to the lack of activities for collaboration. In recent years, with the in-person delegations on the common events, IUCN representatives expressed interest in reestablishing the collaboration.

The main responsibility of the HoSC IUCN will be to reestablish communication, make it stable and lead it to the formalisation through the MoU in the future.

### Duties and responsibilities

- Establish and maintain regular contact with the IUCN focal point and other key contacts;
- Share IUCN news, social media campaigns, job and internship opportunities, and other relevant information via IFSA's various communication channels;
- Advertise IUCN events;
- Participation in those events is crucial and expected;
- Organise and facilitate possible delegations to IUCN events;
- Seek IUCN opportunities and campaigns to involve youth.

### Skills and knowledge

The following skills and knowledge are required for this role:

- Knowledge of IUCN and its activities;
- Creativity, initiative, and innovative thinking;

- Excellent written and oral communication skills (including excellent English language skills);
- Leadership and collaboration skills;
- Project proposal and management skills.

### Estimated workload

2-5 hours per week, but maybe more during the event times.

### Term Duration

IUCN Sub-Commission role is for 1 year.

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## Head of GLF/YIL Sub-Commission

### Background

The Global Landscapes Forum (GLF) is the world's largest knowledge-led platform on integrated land use, dedicated to achieving the Sustainable Development Goals and Paris Climate Agreement. The Forum takes a holistic approach to create sustainable landscapes that are productive, prosperous, equitable and resilient and considers five cohesive themes of food and livelihoods, landscape restoration, rights, finance and measuring progress. It is led by the Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF), in collaboration with its co-founders UNEP and the World Bank and Charter Members.

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 (GLF) and the associations chose to work together to provide youths with a space to get exposed to many opportunities. The partnership evolved during the next GLFs and resulted in a GLF youth coordinator position, which is usually run by a former or an active YIL member. Together with GLF, the YIL creates, prepares, and runs 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 the Head of GLF/YiL Sub-Commission, you will be a part of the Steering Committee (SC) of YIL, which consists of one member of each organisation plus the GLF youth coordinator.

Together, the committee decides on every major involvement. Usually, there is a monthly conference call at a set time, where upcoming opportunities, events, and problems are discussed.

## Duties and responsibilities

- Maintain regular contact with the GLF focal point and other key contacts;
- Subscribe to the monthly GLF newsletter and forward it to IFSA world;
- Share GLF news, social media campaigns, job and internship opportunities, and other relevant information via IFSA's various communication channels;
- Collaborate with GLF and the YIL to develop event concepts or workshops for pre-existing key events, in particular, the annual Global Landscapes Forum;
- Participate in YIL SC meetings;
- Advertise YIL events;
- Participation in those events is crucial and expected (usually 3 GLFs per year) + coordination of delegation at GLF events;
- Function as the focal point for young persons also outside IFSA that is interested in participating in YIL events;
- Explore opportunities to expand YIL (e.g. reach out to other organisations and motivated, interested people).

## Skills and knowledge

The following skills and knowledge are required for this role:

- Knowledge of GLF and its activities, and YIL;
- Creativity, initiative, and innovative thinking;
- Excellent written and oral communication skills (including excellent English language skills);
- Leadership and collaboration skills;
- Project proposal and management skills.

## Estimated workload

2-5 hours per week, in the weeks leading up to the GLF it is rather 2-3 hours a day.

## Term Duration

This is a 2-year position, not 1 as it is the standard in IFSA. This is because in the YIL steering committee the minimum term is 2 years.

---

## Head of CIFOR-ICRAF Sub-Commission

### Background

The Head of CIFOR-ICRAF Sub-Commission is responsible for maintaining and further developing the partnership with the Center for International Forestry Research (CIFOR) and International Council for Research in Agroforestry (ICRAF). The position was divided from the HoSC CIFOR/YiL following the restructuring of the External Department, since the communication with the GLF and YiL got separated from the CIFOR. As well as being the official focal point, the HoSC CIFOR/ICRAF will be required to maintain regular communication with a diversity of staff within CIFOR/ICRAF, particularly within their designated focal point for IFSA. Additionally, the HoSC CIFOR/ICRAF will work closely with the HoSC GLF/YiL, since these organisations are closely related.

### Duties and responsibilities

- Maintain regular contact with the CIFOR/ICRAF focal point and other key contacts;
- Subscribe to the monthly CIFOR/ICRAF newsletter and forward it to IFSA world;
- Share CIFOR/ICRAF news, research updates, social media campaigns, job and internship opportunities, and other relevant information via IFSA's various communication channels;
- Collaborate with HoSC GLF/YiL to support preparation and participation in the pre-existing key events, in particular, the annual Global Landscapes Forum;
- Advertise CIFOR/ICRAF events;
- Participation in these events is crucial and expected.

### Skills and knowledge

The following skills and knowledge are required for this role:

- Knowledge of CIFOR and its activities, and GLF;
- Creativity, initiative, and innovative thinking;
- Excellent written and oral communication skills (including excellent English language skills);
- Leadership and collaboration skills;
- Project proposal and management skills.

### Estimated Workload

2-5 hours per week, but maybe more during the event times.

### Term Duration

CIFOR-ICRAF Sub-Commission role is for 1 year.

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## Head of EFI Sub-Commission

### Background

The purpose of the European Forest Institute is to undertake research on the pan-European level on forest policy, including its environmental aspects, the ecology, multiple-use, resources, and health of European forests, and the supply of and demand for timber and other forest products and services in order to promote the conservation and sustainable management of forests in Europe.

IFSA first signed an MoU with EFI in 2009. Since then the partnership has been strengthened and furthered leading to many IFSA delegations at EFI events and manifesting with the creation of the EFI-IUFRO-IFSA Joint Position. EFI can be now considered one of IFSA's most important partnerships.

The Head of the EFI Sub-Commission functions as the communicational link between IFSA and the EFI headquarters in Bonn, Germany, to explore ways to involve IFSA members in EFI activities and maximise the mutual benefit for both organisations. This position is best suited for someone studying in Europe with an interest in European forest research cooperation.

### Duties and responsibilities

- Act as IFSA's focal point regarding all EFI-related matters
- Work closely with the Partners Commission of IFSA and participate in monthly meetings, encourage teamwork, and leverage synergies within IFSA and between IFSA and EFI
- Keep and improve contact with the main focal points at EFI
  - Stay in contact with the Headquarters, the Director, or the Director's Assistant, including facilitating 1-2 direct meetings per term
- Mainstream key topics of EFI in IFSA
- Organise and facilitate possible delegations to EFI events
  - Most importantly coordinate IFSA's contribution and participation at EFI's annual conference
- Seek for EFI opportunities and campaigns to involve youth (e.g. research projects, internships, work opportunities for alumni, other EFI-related conferences, summer school, workshops, webinars, etc.)

During the past few years, we have managed to have a short keynote speech at EFI's annual conference about the latest developments in IFSA activities. A presentation (10-15 minutes) and overview of IFSA including some questions is ideal. The content can be designed with



the president. IFSA also has the chance to contribute to the conference as volunteers to help with different tasks needed during the event. EFI has shown great interest in increasing youth involvement in their processes.

## Skills and knowledge

The following skills and knowledge are required for this role:

- Knowledge of EFI and their activities
- Initiative and innovative thinking;
- Excellent written and oral communication skills (including excellent English language skills);
- Leadership and collaboration skills
- Understanding of the European forest research landscape
- Proactivity

## Workload

- 2-5 hours per week, leading up to the EFI annual conference it can be 2-3 hours per day.

## Term Duration

EFI Sub-Commission role is for 1 year.

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## Head of ITTO Sub-Commission

### Background

The International Tropical Timber Organization (ITTO) is an intergovernmental organisation 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 organisation has members in Africa, Latin America, and Asia Pacific. If you would like to have more information, you can visit the following website: <http://www.itto.int/>

The new Head of ITTO Sub-Commission (HoSC ITTO) will work efficiently with the contacts to ITTO to continuously assure an appropriate dedication of work capacity. Their work will be to manage the communication between IFSA and ITTO. ITTO has been very

keen on collaborating with IFSA, which gives the HoSC ITTO a comfortable position from which to approach this partnership, ensuring mutual benefit for both organisations.

## Duties and responsibilities

- Maintain regular contact with both the IFSA President and the partner organisation
  - Keep in close contact with IFSA Board and ITTO to be aware of the condition of the organisations
  - Keep informing IFSA Board about conversations and agreements between ITTO and the IFSA HoSC, especially in formal documents that strengthen the relationship between both
- 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 organisations to be held
  - Work on collaboration on activities
- Coordinate IFSA participation at ITTO and ITTO partner events
  - Inform about upcoming ITTO events to the IFSA world
  - Create an IFSA delegation and work together with the delegation to prepare for IFSA participation in the events
  - Gather reports of the participants
  - Find funding to send IFSA delegations to the events
- Raise awareness of one organisation to the other

## Main Goals

1. Work on concrete actions that will enhance the mandate of both organisations, and this way ensure a permanent commitment of both, too.
2. 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.
3. Enrich formal education.
4. Provide opportunities for students to participate at ITTO and ITTO partner events.
5. Coordinate delegation to ITTO and ITTO partner events.

## Skills and knowledge

The following skills and knowledge are required for this role:

- Good knowledge of ITTO and their activities

- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills, including report writing abilities
- Good understanding of the international forest policy landscape and tropical timber trade
- Interest in Tropical Forestry

## Estimated workload

- 2-5 hours per week, depending on upcoming events; during events, it may be 5-8 hours per day

## Term Duration

ITTO Sub-Commission role is for 1 year.

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## Head of IUFRO Sub-Commission

### 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 Head of IUFRO Sub-Commission is a creative role that coordinates the partnership between IFSA and IUFRO. Since IUFRO is considered IFSA's most important professional partner organisation, the position of HoIUFROSC as the link between the two organizations is exceptionally valuable. Although they cannot make decisions on behalf of IFSA, the Head of Sub-Commission is the driver of the enhancement and strengthening of this partnership. In summary, the Head of IUFRO Sub-Commission 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 and responsibilities

- Work closely with the Head of PAC and other Sub-Commissions within PAC (and IPC

whenever appropriate), the Councilor of External Affairs, the President, and other IFSA-IUFRO interface links, namely the IFSA-IUFRO Task Force on Forest Education and the IUFRO-EFI-IFSA Joint Position.

- Maintaining regular contact with other positions inside IFSA to work on IUFRO-related topics
- Organizing IFSA delegations to IUFRO events, including collecting and processing applications.
- Preparing a systematic calendar of the main events of the partner organization and sharing with the Councilor for External Affairs and the Head of PAC (including date of event and deadlines for application)
- 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 Head of Sub-Commission are invited to the Board meeting. It is advisable that at least one of the two is able to participate.
- Working with both parties to find suitable arrangements for collaborative activities: Conferences, seminars, workshops. 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, the initiative is key to converting their great willingness to include IFSA into actual participation.
- Draft and publish a call for nominations for the IUFRO Student Award and promote it through different channels of social media, website, newsletter, and E-mail forwarders (<https://www.iufro.org/discover/awards/>)
- Forwarding/Promoting relevant articles and publications of IUFRO and Member Organizations, including IUFRO News and Spotlight, through the different IFSA communication channels

## Recommendation

The HoSC IUFRO should introduce themselves to IUFRO at the beginning of the term so they know the face of the E-mail address. The best possible to do this would be the Board meeting and/or, in a congress year, the world congress. If the HoSC IUFRO 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.

## Skills and knowledge

The following skills and knowledge are required for this role:

- 
- Good knowledge of IUFRO and their activities
  - Strong English competency in both verbal and written form
  - Leadership and collaboration skills
  - Strong communication skills, including report/article writing abilities
  - Good understanding of the international forest research collaboration landscape
  - Interest in international cooperation on forest research and forest education

### Estimated workload

- Usually, 2-5 hours per week, leading up to bigger events (e.g. IUFRO world congress every 4-5 years) can be 2-3 hours per day

### Term Duration

IUFRO Sub-Commission role was for 2 years to prepare for the World Congress 2024. From 2024/25 term it has been reverted to a 1 year role.

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## Head of RECOFTC Sub-Commission

### Background

In the 1970s, it became apparent in the Asian-Pacific region that centralised control of the government was inadequate and forestry policies of the time were focusing on natural resource extraction. Therefore, the scale of deforestation was rapidly increasing. Further, the decline in the livelihoods of millions of people dependent on forests was progressing. Thus, the Center for People and Forests (RECOFT) was established in 1987 by the Food and Agriculture Organisation of the United Nations (FAO), the Government of Switzerland, and Kasetsart University (Thailand) to research and address those issues. Currently, the RECOFTC is an autonomous international organization that operates within Cambodia, Indonesia, the Lao PDR, Myanmar, Nepal, Thailand, and Viet Nam. The Center for People and Forests acts as a regional hub for training and research on Community Forestry. It encourages the engagement of local people in sustainable forest landscapes management and stewardship. The Guiding Principles for the RECOFTC include clear and strong rights; meaningful engagement between key stakeholders; good governance; and a fair share of benefits for local people.

IFSA is very proud to have RECOFTC as a partner due to its proactiveness and dedication to youth engagement. First of all, being an organization that heavily involves research, RECOFTC provides a vast range of online education programs on Climate Change, Forest Carbon, REDD+, Land Use, and other critical topics. Similar to IFSA's online learning programs on our website, all of RECOFTC's programs can be found in the [open-access area on the RECOFTC website](#). Moreover, the number of those courses will expand, and some of

them will include certificates for the applicants. Also, regular workshops and seminars organized by RECOFTC often consider fully funded participation of IFSA students. Hence, follow our Open Calls to get involved.

Lastly, soon, RECOFTC will develop internship opportunities for IFSA members, so students from the Asian-Pacific region will be able to get engaged in real-life projects. Currently, the partnership is getting formalized.

## Duties and responsibilities

- Liaising between IFSA and RECOFTC
- Raise awareness of RECOFTC (news, opportunities, events, online content) within IFSA and vice versa. This will be most relevant in, but not limited to, RECOFTC member countries
- Potentially coordinating IFSA's contribution to the IFSA-RECOFTC EU project on Youth and Civil society dialogue on Rethinking Urban Spaces in Thailand (application still pending)
- Finding new opportunities with RECOFTC

## Skills and Knowledge

- Good knowledge of RECOFTC and their activities
- Strong English competency in both verbal and written form
- Leadership and collaboration skills
- Strong communication skills, including report writing abilities
- Proactivity
- Good understanding of and interest in forestry in Southeast Asia

## Estimated Workload

- 3-5 hours per week

## Term Duration

RECOFTC Sub-Commission role is for 1 year.

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## Head of The Forests Dialogue (TFD) Sub-Commission

### Background

The Forests Dialogue (TFD) was created in 1998 at Yale University to provide international leaders in the forest sector with an ongoing, multi-stakeholder dialogue (MSD) platform and process focused on developing mutual trust, a shared understanding, and collaborative solutions to challenges in achieving sustainable forest management and forest conservation around the world. The goal of TFD is to reduce conflict among stakeholders over the use and protection of vital forest resources.

Over the past years, TFD has brought together more than 2,500 diverse leaders to work through compelling forest issues in what we call “Initiatives”. It utilizes the MSD model to progress from building trust among participants to achieving substantive, tangible outcomes. TFD primary tool – focused dialogue – is simple and powerful: We first ENGAGE a diversity of interests to foster relationships and build trust around contentious forest issues; We then EXPLORE the issues at hand and craft a shared understanding of the objectives, challenges, and opportunities ahead; We ultimately seek CHANGE through consensus-based collaboration aimed at immediate action and long-term progress. TFD is governed by a Steering Committee composed of a diverse group of individuals representing key stakeholder perspectives from around the world.

IFSA was formally accepted to become a part of TFD by joining its Steering Committee (SC) in 2020. The SC of TFD consists of no more than 25 well-known, distinct executives from the global NGOs, academia and forestry industry. The goal of TFD in collaboration with IFSA is to support youth engagement. The main benefit for the IFSA community is the ability to participate in the regional dialogues that TFD organizes worldwide. The involvement in the dialogues provides IFSA representatives with valuable experience in stakeholders engagement, conflict resolution, and decision-making processes. Furthermore, it is a unique opportunity to collaborate with global forestry leaders closely.

TFD is based at Yale University (USA), which encourages international students to apply for postgraduate forestry studies at Yale and be able to receive an education in one of the world’s leading universities.

### Duties and responsibilities

- Liaising between IFSA and TFD
- Keeping up with TFD activities

- Looking for new ways for IFSA and TFD to collaborate

## Skills and Knowledge

- Good knowledge of The Forests Dialogue and their activities
- Strong English competency in both verbal and written form
- Collaboration skills
- Strong communication skills, including report writing abilities
- Creativity and proactiveness

## Estimated Workload

- 2-5 hours per week

## Term Duration

TFD Sub-Commission role is for 1 year.

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## Head of FAO 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. IFSA also seeks the renewal of the MoU with FAO which has been shown to be a long process.

Key to the success of this position is a broad understanding of the functions of FAO and, even more specifically, the functions of the FAO Forestry Department. The FAO Forestry Department is made up of between 6–8 teams with a wide range of focus (Sustainable Forest Management - SFM, REDD+, Climate Change as well as Community Based Forestry). The FAO Focal Point to IFSA sits in the Social Forestry Team which has a small concerted focus on Forest Education. The Forestry Department has also fixed events, global and regional, for which IFSA should encourage participation through the organization of delegations. The largest and most important global event is the Committee on Forestry (COFO) which is held every 2 years. 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, in between two consecutive COFO events, each FAO Region



organizes a [Regional Forestry Commission](#) (RFC) in preparation for the next COFO. These events are another great opportunity to engage our regional IFSA members to attend and take part in the sessions.

Besides the participation in these recurring events, other events on forestry or forestry-related topics are often organized by FAO or collaboratively with other partners. The HoSC FAO should allow IFSA to engage in such initiatives if feasible. Other format events can be organized to further engage with FAO (e.g. webinars, social media campaigns, etc.).

The FAO partnership has been one of the most fruitful in recent years and it has the potential to offer great and various opportunities for students' involvement.

## Duties and responsibilities

Jointly, the HoSC FAO and the FAO Focal Point should explore ways to:

- Involve students in specific FAO projects that contribute to the achievement of the missions of both the FAO and IFSA;
- Get students to participate and be involved in FAO and FAO-related events: notably events, conferences, workshops, and joint projects;
- Investigate the possibility to offer students working experiences with the FAO in form of internships or similar excellent learning experiences;
- Cooperate with the FAO to jointly support each organization's missions and contribute to the partner's work. Among others, a frequent cooperation scheme is focusing on forestry education and education about forests and trees in the civil society;
- Sustain and develop the partnership between FAO and IFSA through continuous analysis of the efficiency, the potential, and the limitations of such a partnership between FAO and IFSA.
- Find ways to create joint projects that may contribute to the positive development of the partnership. Joint projects are a very promising way to further develop the partnership, which can also lead to additional funds or specific joint positions.

### 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, online meetings, and more seldom phone calls. Furthermore, networking at conferences and private meetings with FAO representatives is also an important form of communication that the HoSC 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 HoSC should take the initiative to create joint FAO/IFSA projects or find ways to involve students in FAO projects and vice versa. Examples of projects are student delegation to FAO events and conferences; involvement of students in educational activities of the FAO; involving of FAO staff in IFSA projects and many more. Creativity is a key to successful cooperation. However, the HoSC 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 on 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 the means to support the costs of the internships. It is a great experience for a forestry student to acquire experience at the FAO. The HoSC should constantly communicate with FAO representatives 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 a single on-site project. Up to now, there are only limited internship opportunities at FAO. However, the strategy of the FAO is changing and the organization becomes more open to it. The IFSA HoSC will constantly need to emphasize the necessity and actively make suggestions on how and where internship opportunities could be provided.

## Skills and knowledge

- Independent worker;
- Proactiveness and initiative;
- Communication skills:
  - Good English proficiency or higher (oral and written)
  - Professionality (oral and written)
  - Presentation skills
  - Project writing
  - Workshops/Side session facilitation
- In-depth understanding of IFSA working structure and ability to represent IFSA and talk on behalf of IFSA to partners;
- In-depth understanding of FAO working structure;
- Management, budgeting, and bookkeeping of partner funds

## Estimated Workload

- The position requires 5-8 hours of work per week on average (with a maximum of 20 hours a week in case of upcoming events)

Furthermore, although the position is included in the Partner Commission according to the current IFSA structure, it is a largely independent work that also deals with the proposal, oversight, and disbursements of a fair amount of partner funds. This requires organizational skills as well as experience in working with finances.

In summary, the HoSC FAO position is a demanding yet exceptionally rewarding position independently and for the network. The HoSC 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.

### Term Duration

FAO Sub-Commission role has been restructured for 2 years from the 2024/25 term to align with the NFO-FAO workplan.

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## Head of FSC Sub-Commission

### Background

The Forest Stewardship Council GmbH (FSC) is an international non-profit, multistakeholder organization established in 1993 that promotes responsible management of the world's forests via timber certification. This organization uses a market-based approach to transnational environmental policy. In addition to its global certification standard, FSC develops national standards in selected countries.

In the 34th GA, we decided to establish the SC after the MoU gets signed and the FSC-IFSA relation proceeds further. This was achieved in 2023/24 term and we're starting the process of FSC SC with open calls as a 1-year position.

This position also has a 5 year IFSA liaison set up to align with the MoU timeline to maintain continuity - this person is Volodymyr Kravets from 2023-28. This position isn't tied to being an IFSA active member, as it is an advisory role to help the HoSC. The role is to advise the HoSC and smoothen conversations between IFSA-FSC, the lead for the partnership lies with the HoSC.

### Duties and responsibilities

- Strengthen and maintain the connection and cooperation between FSC and IFSA
- Inform and engage IFSA members for FSC activities like the FSC General Assembly sessions, and vice versa
- Lead IFSA delegations at FSC major events
- Explore possible engagements with FSC aligned with the agreements in the MoU

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- Implement the activities in the MoU
  - Proceed with IFSA membership application in FSC
  - Promote and advocate for IFSA values and interests within the FSC Social Chamber
  - Ensure implementation of common projects

## Skills and knowledge

- Good knowledge of FSC and its activities
- Strong English competency in both verbal and written form
- Collaboration skills
- Strong communication skills, including report writing abilities
- Creativity and proactiveness

## Estimated Workload

- 2-5h per week
- May be extended during the FSC GA and major events

## Term Duration

FSC Sub-commission is for 1 year.

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## Internal Department

### Communication Commission (CC)

#### Head of Communication Commission

##### Background

The Head of CC directly oversees and coordinates the CC, ensuring that all the tasks are carried out. The HoCC should help the HoSCs in their tasks and be available to take any task in the Commission if needed.

##### Duties and responsibilities

- Schedule and organize Commission meetings
- Ensuring that all the goals of the Commission are met
- Staying in touch with the External Councilor in all the matters related to the Commission
- Directly supporting HoSCs in their tasks
- Performing tasks that HoSC is unable to complete
- Ensuring teamwork and good communication inside the Commission

##### Skills and knowledge

- Knowledge about IFSA
- Social media, designs, and writing skills are a good asset
- Project management and communication skills

##### Estimated workload

- The average workload is 10 hours a week
- 

### Head of Web Sub-Commission

##### Background

The IFSA website is one of the most important channels to display IFSA work to the external world while also being an important place for members to check news and events. The Web Sub-Commission is responsible for the management of the IFSA website, ensuring that it is

updated and fully functional.

The IFSA website is created on WordPress and uses Avada as a theme and page builder. There are also several commercial plugins used to add functionalities like calendar support—this includes the Membership Verification Plug-in which is a system that allows LC admins to verify the membership of their members on the IFSA Website

Not only that, as the Head of Web Sub-Commission you will also manage IFSA Mail System using google workspace and managing the IFSA Zoom Platform. By working in the Communication Commission you will often come into contact with other sub-commissions such as social media, design, and publication.

## Duties and responsibilities

- Managing the technical side to ensure that the website is up and running smoothly (eg. updating WordPress plugins)
- Helping Head of Publications to post news on the IFSA blog.
- Publishing events on the IFSA calendar.
- Updating the website static content, working together with the relevant Officials.
- Work with OCs to create event pages.
- Managing IFSA Email system (Officials and LC Mail)
- Managing the IFSA zoom account
- Managing IFSA Email system
- Managing the IFSA zoom account

## Skills and knowledge

- Computer and web literacy is a requirement as managing a website is a technically challenging task.
- Knowledge of WordPress is needed
- Have knowledge of zoom system including youtube live streaming
- Familiar with google workspaces system
- Experience in web technologies (HTML/CSS) is an asset useful

## Estimated Workload

- On average 3-5 hours a week (You need to be available when something needs to be published or if technical issues arise)

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- Appointment of a commissioner is highly encouraged to work on the Membership Verification Plug-in on the IFSA website
- 

## Head of Social Media Sub-Commission

### Background

The Social Media sub-commission oversees the management of IFSA's interests in the social media space. The social channels that IFSA utilises are Facebook and Instagram, Twitter, Youtube, LinkedIn and Discord. They are the way to communicate news with members and the outside world and the public faces for the association's brand.

### Duties and responsibilities

- Post on social media the news that has been published on the website using the [News Factory](#)
- Organise social media campaigns
- 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"
- Delivering updates to both the IFSA Facebook, Instagram, and Twitter accounts; these updates may include announcements, questions to the audience, news items, and other general notices to curate content to engage the IFSA audience
- Responding or redirecting to the right person to public inquiries made posts and private messages on social media channels.
- Engagement with IFSA partners by sharing and/or retweeting the content from their respective social media accounts
- Moderating the IFSA Discord

### Skills and knowledge

- Social Media management and administration
- Good written English skills are required to uphold a professional public image for the association.
- Excellent communication skills
- Knowledge in Hootsuite or other social media management tools is an asset
- Knowledge of Discord is an asset

### Estimated workload

- On average 3-7 hours per week (You need to be available when something

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needs to be published)

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## Head of Design Sub-Commission

### Background

The Design Sub-Commission focuses on all aspects of the graphical representation of IFSA to members and partners. Examples of projects include social media, promotional materials, web design, posters, and merchandise. The Design Sub-Commission works in relationship with Communications, Web, and Social Media, ensuring easy to interpret, inclusive, and effective online outreach.

### Duties and responsibilities

- Producing and maintaining IFSA templates (Google Docs, business cards, certificates, etc.)
- Integrating IFSA templates into the Canva team.
- Design materials for promoting IFSA events on online platforms.
- Work together with Web Sub-Commission in updating the IFSA wheel structure, or web design in general.
- In general work on the design of an aspect of all IFSA projects
- Update the IFSA Brand Guidelines to ensure the use of the proper use of the IFSA brand (logo, colour palette, font) logo, colour palette, and templates.
- Work together with Web Sub-Commission in updating the IFSA wheel structure, or web design in general.
- In general, work on the design of aspects of all IFSA projects, including Sub-Commissions, Regional Representatives, and IFSA Partners.

### Skills and knowledge

- Have good designing skills with the Knowledge of the most common designing software (e.g. Photoshop, Illustrator, etc.). and
- Experience with the common file formats (e.g. Vector graphics, the difference between e.g. TIFF and JPEG) is welcomed.
- Good designing skills

### Estimated Workload

- On average, 3-5 hours per week depending on how many tasks/projects/design requests you're working on, but the majority of the tasks need to follow external deadlines.

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## Head of Publication Sub-Commission

### Background

The Publications commission manages the IFSA blog ([ifsa.net/news](https://ifsa.net/news)) and the IFSA calendar on the website. All the information managed by the Publication Commission flows through the IFSA News Factory ([ifsa.net/submit-news](https://ifsa.net/submit-news)), where every IFSA member and Official can submit their news, blog post or event. The Publication Commission is then in charge of reviewing and posting the content on the IFSA website.

### Duties and responsibilities

- Review and publish events submitted on the IFSA News Factory.
- Update the IFSA event calendar.
- Ensure that all the posts submitted in the News Factory are either published or reviewed in a week.
- Send a monthly email newsletter with the biggest news of the month.

### Skills and knowledge

- Excellent written English is required
- Good communication skills

### Estimated Workload

The average workload is about 3-5 hours per week, but is constant for all the year.

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## Head of Podcast Sub-Commission

### Background

Initially launched as a form of online engagement for IFSA members during COVID-19, the podcast has been designed as a long-term project.

The Canopy Conversations podcast is targeted at all IFSA members and alumni. However, all episodes are available on the IFSA website and on multiple free platforms (e.g. YouTube, Spotify) so that anyone interested can listen to the podcast.

The podcast brings a new medium to IFSA that shares stories of different experiences, special events, and backgrounds of both professionals and students in forestry and related sectors.

## Duties and responsibilities

- Editing and publishing the podcast episodes.
- 
- Create concept notes with the coordination of other HoSCs.
- Can be the host of the episodes but are also free to look for other hosts or co-hosts
- Collaborate with the podcast hosts to find themes and guests.
- Collaborate with the External Councilor to find guest speakers.
- Preferably create podcast episodes for special events (e.g. International Day of Forests)

## Skills and knowledge

- Knowledge of one of the most common digital audio workstations (DAW), preferably either of:
  - Adobe Audition;
  - Audacity.
- Willing to develop skills on how to use the mentioned DAWs, if not yet familiar on these programs
- Good understanding of the most common audio file formats (e.g. WAV, MP3) is welcomed;
- Understanding of audio recording and post-production is required (experience is an asset);
- Willing to work with different podcast recording and production platforms (e.g. ZenCastr);
- Good organizational skills to set up an agenda for scheduling calls with guests, conducting interviews and finish editing the episode;
- Willing to work with other officials on planning the podcast (e.g. writing the concept note, etc.).
- Excellent English proficiency

In case the HoSC Podcast hosts the Podcast as well:

- Excellent speaking skills;
- Good and stable internet connection;
- Good quality microphone and closed back headphones are assets.

## Estimated Workload

- 3-5 hours per week;

- At least 1 episode per month.

## Capacity Development Commission (CDC)

The Capacity Development Commission (CDC) of IFSA is a Commission that coordinates projects and opportunities for IFSA members. It was created during the General Assembly in 2018 integrating different existing Commissions and Sub-Commissions with common goals. The Capacity Development Commission is one of the two Commissions within the Internal Department of IFSA.

The Commission seeks opportunities for IFSA members to develop soft skills and complement their education by creating spaces to learn topics generally overlooked. Together with the Sub-Commissions creates new learning content and activities such as training sessions, workshops and spaces to interact with other members.

The Capacity Development Commission is managed by the Head of Capacity Development Commission and overseen, together with the Communication Commission by the Internal Councilor.

## Head of Capacity Development Commission

### Background

The Head of the CDC directly oversees and coordinates the CDC, ensuring that all the tasks are carried out. The HoCDC should help the HoSCs in their tasks and be available to take any task in the Commission if needed.

### Duties and responsibilities

- Schedule and organize Commission meetings.
- Ensuring that all the goals of the Commission are met.
- Staying in touch with the Internal Councilor in all the matters related to the Commission.
- Report regularly about the work of the CDC to the IFSA Board.
- Oversee and supervise the work of the Heads of Sub-Commission and Commissioners.
- Directly supporting HoSCs in their tasks and connecting them with the necessary resources for their achievement.
- Performing tasks that HoSC is unable to complete.
- Ensuring teamwork and good communication inside the Commission.

### Skills and knowledge

- Knowledge about IFSA

- Leadership and team-building skills
- Good project and time management skills
- Effective communication and organization skills
- Being creative and responsible

## Estimated workload

- The average workload is 10 - 15 hours a week
- 

## Head of Cultural Competencies Sub-Commission

### Background

The Cultural Competencies Sub-Commission aims for a better cultural understanding, representation, and inclusion of all members in IFSA through activities that promote intercultural exchange.

One of the main activities of this Sub-Commission is Cultural Days, a monthly virtual event where Local Committees from around the world are invited to showcase their country's culture and forestry practices. Beside that, the Head of Cultural Competencies Sub-Commission is expected to coordinate the TreeHouse project—a platform on the IFSA website which was initiated in 2019 with the aims of providing IFSA members a platform similar to [Couchsurfing](#), where people can travel and be hosted by other IFSA members and Alumni. The aim of this platform is to allow IFSA members and Alumni to be hosted by other IFSA students and Alumni while travelling.

### Duties and responsibilities

- 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 and organizing committees to identify cultural sensitivities for upcoming events and help delegates in appropriately managing them through workshops;
- Collect feedback from users and manage any issues with hosts that may arise for the TreeHouse project, with the help of the Web Sub-Commission;

- Collaborate with the Heads of Design and Social Media Sub-Commissions and Regional Representatives to promote TreeHouse platform.

## Skills and knowledge

- Great interest in global culture, cultural diversity and inclusivity, intercultural communication, and creating events/activities related to these
- Good work ethics and cultural sensitivity (especially with working with people from different regions)
- Organisation skills
- Proficiency in English (oral and written) Demonstrate professionalism, especially when coordinating with hosts and hostesses for TreeHouse project

## Estimated Workload

- 3-5 hours per week
  - The appointment of a commissioner is highly encouraged.
- 

## Head of Forestry Education and Mentorship Sub-Commission

### Background

Education is a fundamental part of IFSA activities, following our mission “To enrich our members’ education through international events, networking and intercultural exchange.”

The Forestry Education Sub-Commission’s job is to improve non-formal forestry education worldwide, by raising awareness about the importance of forestry education and making sure that forestry education is represented in all of IFSA’s activities.

The Mentorship Sub-Commission was established in 2018 in order to improve mentorship opportunities for IFSA members. IFSA has already been involved in the mentorship project like the writing of the mentorship toolkit (<https://ypard.gitbook.io/mentoring/>) or by finding mentors at conferences.

Forestry Education Sub-Commission and Mentorship Sub-Commission were merged into one in 2022 at the IFSA General Assembly.

### Duties and responsibilities

- Act as an educational resource for all of IFSA, provide ideas for educational activities and components of events.
- Ensure IFSA participation in partner events related to forestry education.
- Work together with IUFRO-IFSA Joint Task Force on Forestry Education to promote and create educational opportunities for IFSA members.

- Work together with the HoSC TreE-Learning to create and promote learning content on the IFSA website.
- Organise the monthly Career Dinner series together with Internal Department Councilor
- Advance mentorship relationships both within IFSA and with our partners by activities, seminars or publications.
- Explore the possibility of creating a continuous mentorship relationship between the members of IFSA and professionals in partner organisations as an alternative to event-based mentoring.
- Create mentoring programmes for IFSA members in different topics e.g. entrepreneurship, etc.

### Skills and knowledge

- Interested in forestry education related topics
- Being innovative and creative
- Organisation and management skills
- Good communication and writing skills
- Ability to create and maintain good social networking.

### Estimated Workload

On average 3-5 hours per week

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## Head of Language Sub-Commission

### Background

As the largest global students' association for forestry and environmental studies, diversity is one of our main strengths when it comes to providing a platform to discuss multiple ideas from varying backgrounds and perspectives. However, we acknowledge the challenges that are associated with diversity when it comes to effective communication between members. On the contrary, it has also provided us with the opportunity to learn other languages from native speakers regardless of the language.

The official language used in IFSA is English, which will be our core focus. In addition to that, the official languages of the United Nations are Spanish, French, Chinese, Russian, and Arabic. Other languages which are not part of the official languages used in UN can still be considered for the language school program, however, this is dependent on the availability of eligible mentors and interested mentees.

The main project of the Language Sub-Commission is the Language school, which connects IFSA students willing to learn a different language from native speakers in IFSA. Through the years, we have had a Spanish Language School and a Korean-English Language School.

The other mission is to provide support in translating IFSA material into different languages.

## Duties and responsibilities

- Find mentors and mentees for the language school.
- Monitor the language school progress.
- Help to produce learning materials to help the language school.
- Coordinate with the TreE-Learning HoSC to create materials to be posted on the TreE-Learning platform.
- To help with translations, recruit native speakers/proficient speakers of other languages besides English.
- Determine the need for translation requests for IFSA activities

## Skills and knowledge

- Good communication skills
- Genuine interest in learning languages and leading projects that aim to promote language within the IFSA community
- Organisational skills

## Estimated Workload

- The average workload is 3-5 hours per week.
- 

## Head of Carbon and Sustainability Sub-Commission

### Background

As part of our next-generation strategy, the General Assembly in 2019 in Estonia decided to establish a commission to evaluate the networks' carbon footprint and to come up with possible ways to mitigate the impact of our Carbon output on Climate and in general ensure that IFSA impacts are sustainable for the environment. IFSA activities will always have an impact on the environment, however, our goal is to minimise it.



## Duties and responsibilities

- Development and establishment of a CO<sub>2</sub>-assessment scheme applicable to the IFSA.
- Assessment of IFSA's overall carbon and environmental footprint.
- Write a carbon report.
- Identification of possibilities to reduce and/or offset the CO<sub>2</sub> emissions of IFSA.
- Work on a sustainable strategy for IFSA.
- Support LCs who want to track their footprint or start their CO<sub>2</sub> offsetting program
- Identify possible cooperation with CO<sub>2</sub> offsetting companies.
- Make IFSA and the IFSA meetings more resource-efficient (eg: printer paper, disposable tableware, etc).
- Provide information about how to live more sustainably

## Skills and knowledge

- Data analysis
- Knowledge about carbon emissions and sustainability

## Estimated workload

- The average workload is 2-4 hours per week.
- 

## Head of Gender Sub-Commission

### Background

The [IFSA engagement at the Forests in Women's Hands Conference 2021](#) has shown that gender is an issue that affects us all, but that is not sufficiently covered in university curricula. The Gender Sub-Commission aims to raise awareness on gender equality in forestry and to provide or share learning opportunities for IFSA members and forestry students. It has done so i.e., through the [Open Letter on Gender and Forest Education](#). This Sub-Commission will organise activities that raise awareness and educate forestry students on gender issues.

## Duties and responsibilities

- Create learning opportunities for IFSA members
- Create spaces for discussing gender issues and spaces which enable/ encourage the sharing of experiences

- Organise internal capacity building activities such as
  - webinars
  - workshops at IFSA events
- Implement actions to raise awareness on the importance of including gender aspects in forest education (e.g. IFSA statement, campaigns ...) both within and outside of IFSA
- Advocate for gender equality in forest education and a gender-aware learning environment
- Look for, and share, relevant literature, material or opportunities accessible to IFSA members
- Establish contact with relevant stakeholders in the field

### Skills and knowledge

- Knowledge of, and interest in, gender issues in forestry
- Ability to work independently
- Ability to work in a team and create a trusted working environment
- Ability to produce learning materials

### Estimated workload

- 3-5 hours per week
- 

## Joint IFSA - IUFRO Task Force on Forestry Education Coordinator

### Background

The Forest Education Task Force seeks to bring together perspectives and knowledge from students, educators and other stakeholders; encourage international discussion on forest education and capacity building; identify, compile and communicate gaps and challenges in forest education - especially highlighting new fields of forest education; and to enhance forestry students' mobility and education opportunities.

IFSA and IUFRO represent a similar field of interest at a global level and have a long history of cooperative work on educational matters. This partnership enables students to benefit from various workshops, mentorship and activities organized to enhance their knowledge and skills beyond classroom learning.

The Task Force on Forest Education is one of several established by IUFRO to advance knowledge under five research themes in accordance with the IUFRO 2015-19 Strategy. The Task Force will officially conclude its activities with the IUFRO 2024 congress in Stockholm.

### Duties and responsibilities

- Organise competitions, capacity building workshops, webinars etc. related to forestry education
- Promoting and facilitating research and innovation around forest education
- Fostering international networking on forest education especially using modern online communication and social media applications
- Providing capacity building opportunities for students and young scientists in both generic and specific skills, in person and online

### Skills and knowledge

- Being interested in Forest Education and its promotion
- Effective communication
- Ability to work in a team and support each other
- Excellent writing skills

### Estimated workload

On average 3-5 hours a week depending on the projects you are working on.

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## Joint IFSA - IUFRO Task Force on Forestry Education Deputy Coordinator

### Background

The Forest Education Task Force seeks to bring together perspectives and knowledge from students, educators and other stakeholders; encourage international discussion on forest education and capacity building; identify, compile and communicate gaps and challenges in forest education - especially highlighting new fields of forest education; and to enhance forestry students' mobility and education opportunities.

IFSA and IUFRO represent a similar field of interest at a global level and have a long history of cooperative work on educational matters. This partnership enables students to benefit from various workshops, mentorship and activities organized to enhance their knowledge and skills beyond classroom learning.

The Task Force on Forest Education is one of several established by IUFRO to advance knowledge under five research themes in accordance with the IUFRO 2015-19 Strategy. The Task Force will officially conclude its activities with the IUFRO 2024 congress in Stockholm.

## Duties and responsibilities

- Interest in Forest Education and its promotion
- Assist Coordinator with various tasks
- Help with organising meetings, events etc.
- Oversee works when coordinator is not available

## Skills and knowledge

- Being interested in Forest Education and its promotion
- Effective communication
- Ability to work in a team and support each other
- Excellent writing skills

## Estimated workload

On average 3-5 hours a week depending on the projects you are working on.

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# Head of TreE-Learning Sub-Commission

## Background

The TreE-Learning Sub-Commission is a brand new commission created at the Online IFSS in 2020. The TreE-learning platform was made to respond to the needs of forestry students to fill in the gaps left by their formal education. The platform's main content is divided into two main categories, soft skills and forestry topics, in addition to which you can find information about different careers in forestry, links to other useful online courses and material from past IFSA delegations.

The goal of this Sub-Commission is to develop the current learning platform on the IFSA Website, managing and updating learning material on it.

## Duties and responsibilities

- Create new content for the learning platform in collaboration with HoSC Forestry Education;
- Manage and organise the currently available learning content on the platform;

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- Maintain and improve the learning platform and user experience on the IFSA website in collaboration with the HoSC Web;
- Collect feedback from the users;
- Must recruit at least 3 commissioners at the start of the term with the following suggested roles:
  - Video editing commissioner
  - Content writing commissioner
  - Webpage management commissioner
- Work on collaborations with member universities and partner organizations.

## Skills and knowledge

- Computer and web literacy is an asset
- Knowledge of WordPress is needed
- Excellent writing skills
- Skills in content/module creation
- Skills in proofreading and overall content management
- Knowledge of the tasks of the commissioners is an asset (i.e. video editing, content writing, and webpage management)

## Estimated Workload

Average workload is 3-5 hours per week.

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## Head of Fundraising Sub-Commission

### Background

As an international non-profit organisation led by forestry students, IFSA aims to provide as many opportunities as possible to its members in different forms—may it be a delegation, scholarships, participation in IFSA events, or other kinds of opportunities that grant our members the chance to further their careers or education, especially in-person events which are of particular importance for the functioning of the association, as they are not only a platform for networking but also an essential means of exerting influence on third parties.

For the last few years, IFSA has been a recipient of a few grants in the past which has allowed us to improve our projects and activities. However, given the changing requirements of these grants, it has become challenging for us to gain income and, at the

same time, ensure that members are provided with the best opportunities. To ensure the sustainable functioning of the organisation and provide support for our members, especially those from countries of the Global South, it is crucial to include the Fundraising Sub-Commission in the IFSA Structure.

### Duties and responsibilities

- Checking grant opportunities for financial capacity-building where IFSA is eligible
- Forming a team of commissioners in the case of writing a grant proposal
- Coordinate with the Treasurer to determine the possible income streams of IFSA
- Aid IFSA members in terms of establishing individual fundraising activities

### Skills and Knowledge

- Basic understanding of finance and grant application
- Motivation/creativity to initiate funding opportunities for IFSA
- Capacity to collaborate with the different departments and IFSA Board.

### Estimated Workload

- 3-5 hours per week
- 

## Head of Workshop and Project Design Sub-Commission

### Background

Taking learning beyond the classroom for both soft skills and forestry-related topics and strengthening the IFSA community are two of the goals that IFSA upholds in our activities—this is how we empower our members through capacity building as it is an integral part of how we help shape their skills and knowledge.

The Workshop and Project Design Sub-Commission is a newly established unit in the Capacity Development Commission that aims to aid IFSA Officials, Commissioners, and Organizing Committees in designing and implementing effective projects.

### Duties and responsibilities

- Create guidelines, tools, and tips for organising and facilitating active and engaging workshops;
- Coordinate with officials and/or commissioners to support the design of workshops and project activities **as requested**;
- Offer support to the Organizing Committees of Official IFSA Meetings (e.g. IFSS and Regional Meetings); and

- Conduct capacity-building activities on workshop and project design for all IFSA Officials and Members.

### Skills and Knowledge

- Understanding of workshop design and facilitation techniques (knowledge of methodologies such as design thinking, MG Taylor, and co-design is an asset);
- Experience organising and facilitating workshops and project activities;
- Clear verbal and written communication skills;
- Creative and flexible approach to work

### Estimated Workload

3-5 hours per week

# Membership Department

## Regional Representatives

### Background

Regional Representatives (RRs) are in charge of managing IFSA at the regional level, promoting networking and opportunities, and providing a link between the rest of IFSA and the Local Committees (LCs). They are responsible for keeping the members from their region up to date. RRs are part of the Membership Department, coordinated by the Membership Councilor, and as such they also work closely together on common departmental tasks.

### Duties and responsibilities

- Establish a network of representatives from each LC
- Host (bi-)monthly Coffee Hours and Regional Council with LC representatives
- Coordinate activities in the region (eg. events, exchanges between LCs)
- Manage region's social media and share IFSA News and activities with the region
- Act as the first contact point for LC members in the region
- Ensure that LC information is updated in the membership database
- Support the organisation of the Regional Meeting
- Get in touch with inactive LCs and try to reactivate them
- Search for new potential LCs
- Help with the application process for new LCs

### Skills and knowledge

- Communication and team working skills
- Time management
- Dedication to work
- Motivation
- Creativity
- Writing skills
- Proficiency in English

### Estimated workload

- Approximately 5 hours per week and even try to check your inbox every single day.
- Reply to any needs, which need your attention as soon as possible.

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