

IFSA Job Descriptions 2020/21

Open Call August 2020

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Regional Representatives

Background

Regional Representatives are the information links between the IFSA Board and the Local Committees (LC) in their region and between the LCs.

Tasks and Responsibilities

- **Introduce RRs to our members.** Compose an email to each LC to introduce RRs and ask them to send you brief information about their activities, problems and what they are expecting from you. Let them know the RRs are the bridge between members and the IFSA world when they need to reach out.
- **Update LCs' contact information.** Contact the president of each LC and ask them to update the LC contact information at the beginning of the IFSA term
Make sure LCs are using LC official accounts
- **Update your region's status.** Keep in contact with the Web commission if changes are needed on the IFSA website; Check with the Treasurer regarding membership validity
- **Enhance information exchange through emails and social media.** Forward important information from IFSA to the LCs; Collaborate with Social Media Sub-Commission and manage regional social media properly
- **Ensure the communication between Officials and members.** Guide and introduce LCs to the relative officials if there's an issue
- **Cultivate and expand the Regional IFSA Community.** Host monthly "Coffee Hour" to keep LCs updated about IFSA news
Organize learning online activities with LCs or regional partners
Encourage the members to attend IFSA activities (e.g. IFSS, Regional Meetings, Delegation). Help inactive members
- **Assist the organization of Regional Meeting and Election.** Provide advice and guidance for the Organizing Committee of Regional Meeting
Host workshops at the Regional Meeting introducing IFSA structure and culture. Host the election of next OC and RRs; Keep minutes during the Regional Meeting; Send a report to the board after the Regional Meeting
- **Expand the Regional IFSA Community.** Provide information and guidance for potential and interested members
Forward membership application to membership council
- **Be familiar with Membership documents and Google tools.** Read the membership guidelines and documents carefully and update the contents with Membership Councilor if needed
Make sure you have right and full knowledge about common Google tools used

among IFSA world (e.g. Google Chat, Drive, Calendar)

Additional tasks

- Be aware of regional partnerships (with the help of Partners Commission)
- Think up creative activities for regions
- Promote IFSA News Factory, Tree House and other IFSA campaigns

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.

Commissions and Sub-Commissions

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

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

If a Head of Commission (or sub-commission) is unable to attend a statutory meeting 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 a 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 Sub-Commission to fulfil the commission tasks. Commissioners can be added into the Commission or Sub-Commission upon the recommendation of the Head of Commission or Sub-Commission and approval of the Council.

External Department

International Processes Commission (IPC)

The International Processes Commission (IPC) of IFSA is a Commission that oversees IFSA delegations (groups of IFSA members) at international processes. Processes are multilateral establishments centered around particular negotiations, agreements, or treaties. They consist of groups of organisations or governments working together for a common purpose, most commonly in the form of a forum, conference or program. Processes enable IFSA to participate at a higher level. Currently, these include processes 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 involved on behalf of youth inclusion, engagement, and advancement of forest education. The IPC should work very closely with the newly-established Partners Commission (PAC), as there are very close synergies between the two commissions. The International Processes Commission is managed by the Head of International Processes 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 observer to the UNFCCC, CBD and Forest Europe's MCPFE (Ministerial Conference on the Protection of Forests in Europe).

Function of the Commission

The main task of the IPC is to coordinate and prepare student delegations attending the various and varied events (e.g. meetings, conventions, workshops) associated with the entities IFSA has established collaborations/relationships with, and to continuously seek

to augment and enhance the opportunities for IFSA members to become involved in higher-level policy processes (e.g. establish new collaborations with new organizations, prepare major funding proposals for projects, etc.)

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

Head of UNFF Sub-Commission

Background:

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

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

Tasks:

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

- Mandatory attendance at the UNFF session each year (May in New York City).
- Build a diverse delegation of youth to participate in the UNFF session and support children and youth policy position.
- Preferred attendance at intersessional events including expert group consultations, and other relevant UN processes (e.g. High Level Political Forum).
- Sit on the UN Major Group for Children and Youth (UNMGCY) Coordination Team – supporting cohesion and coordination across all UNMGCY's thematic and institutional work (UN system-wide).
 - 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.

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:

- 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 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.

Head of UNFCCC/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 UN Climate and UNCCD.

The job as Head of Sub-Commission UN Framework Convention on Climate Change (UNFCCC) and UN Convention to Combat Desertification (UNCCD) can be very diverse. On one hand, you will have some administrative tasks when it comes to announcing UNFCCC/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 UNFCCC and UNCCD meetings and do a lot of content-related work when prepping delegations, or searching for

youth involvement opportunities related to climate change and combating desertification.

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

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

Tasks:

- Act as IFSA's focal point regarding all UNFCCC and 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
- Keep and improve contact with the main focal points of the Global Peatlands Initiative and the UN-REDD Programme
- Mainstream key topics of UN Climate and UNCCD 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
- Seek for opportunities with UNCCD (events, campaigns, workshops, web-opportunities, etc.) 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 UNFCCC and UNCCD and their 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 + interest in desertification topics
- Passion to lead diverse delegations and educate the IFSA membership
- Creativity and proactiveness

Workload:

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

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 held since then. The process was initiated because of the forest death going on in Europe at that time, and the realization that joint measures needed to be taken to protect the forests in Europe was recognized.

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

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

have been a major stepping-stone in international forest policy. However, this was not the case.

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

Tasks:

- Act as the contact person between IFSA and MCPFE/Forest Europe, meaning their job is to be in contact with the IFSA Direction, Head of IPC and the MCPFE. The Head of Forest Europe Sub-Commission will maintain correspondence and strengthen bonds between both organizations.
- Promote the MCPFE 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 MCPFE and report the meeting results
- 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, Councilor of External Affairs and the Head of IPC (possibly other Officials in the External Department)

Skills and knowledge:

The following skills and knowledge are required for this role:

- Good knowledge of **the MCPFE 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

- Interest in European forestry politics

Workload:

- 2-5 hours per week, depending on upcoming events

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).

Tasks

- 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
- Organise and facilitate possible delegations to GPI events
- Enhance engagement with UNEP MGCY
- Seek for 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

Workload

- 3-5 hours per week, up to 10 hours if there are events

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 Processes Commission it helps structuring 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 Processes 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 Processes 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 in 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 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 LOs and other officials has been a very frequent limitation.

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

Function of the Commission

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 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 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, IUCN, 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 fulfill their role.

Tasks

- 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 standardizing the calls for applications, etc.) or stepping in to fulfill 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

Workload

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

Head of CIFOR Sub-Commission

Background

The Head of CIFOR Sub-Commission, formerly Liaison Officer for CIFOR, is responsible for maintaining and further developing the partnership with the Center for International Forestry Research (CIFOR). The position was renamed following the restructuring of the External Department and in accordance to the newly-established Partners Commission. As well as being the official focal point, the HoCIFORSC will be required to maintain regular communication with a diversity of staff within CIFOR, particularly within their designated focal point for IFSA. Additionally, from 2020, the Head of CIFOR Sub-Commission will also function as the focal point for the Youth in Landscapes Initiative (YIL).

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 CIFOR Sub-Commission you will be a part of the Steering Committee (SC) of YIL, which consists of one member of each organization plus the GLF youth coordinator. Together, the committee decides on every major involvement. Usually, there is a monthly conference call at a set time, where upcoming opportunities, events and problems are discussed.

Tasks

- Maintain regular contact with the CIFOR focal point and other key contacts;
- Subscribe to the monthly CIFOR newsletter and forwarding it to IFSAworld;
- Share CIFOR news, research updates, social media campaigns, job and internship opportunities, and other relevant information via IFSA's various communication channels;

- Communicate with regional and research staff to identify opportunities for IFSA students to collaborate
- Collaborate with CIFOR 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 CIFOR events and GLF
- Function as 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 organizations and motivated, interested people)

Skills and knowledge

The following skills and knowledge are required for this role:

- Knowledge of CIFOR and their 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

Workload

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

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, on the ecology, multiple use, resources and health of European forests, and on 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 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 maximize mutual benefit for both organizations. This position is best suited for someone studying in Europe with interest in European forest research cooperation.

Tasks

- 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 Director's Assistant, including facilitating 1-2 direct meetings per term
 - Coordinate with the EFI-IUFRO-IFSA Joint Position hosted at the EFI HQ in Bonn
- 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 about 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

Head of ITTO Sub-Commission

Background

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

The new 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 organizations.

Main Goals

1. Work on concrete actions that will enhance the mandate of both organizations, 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.

Tasks:

- Maintain regular contact with both the IFSA President and the partner organization
 - Keep in close contact with IFSA Board and ITTO to be aware of the condition of the organizations
 - Keep informing IFSA Board about conversations and agreements between

ITTO and the IFSA LO, especially in formal documents that strengthen the relationship of 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 organization to be held
 - Work on collaboration on activities
- Coordinate IFSA participation at ITTO and ITTO partner events
 - Inform about upcoming ITTO events to IFSA world
 - Create an IFSA delegation and work together with the delegation to prepare IFSA participation to the events
 - Gather reports of the participants
 - Find funding to send IFSA delegations to the events
- Raise awareness of one organization to the other

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

Workload:

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

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 which coordinates the partnership

between IFSA and IUFRO. Since IUFRO is considered IFSA's most important professional partner organization, 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. As 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.

Tasks

- 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 of applications.
- Coordinating with the IFSA/IUFRO Joint Task Force on Forestry Education
 - Assist, where possible, with planning of events, drafting organizational documents, attend conference calls to be up to date
 - as an example, for the JTF's work and better understanding, see GOFE website: <https://foresteducation.wordpress.com/>
- Preparing a systematic calendar of the main events of the partner organization and share 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, initiative is key to convert 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 to the E-mail address. Best possible to do this would be the Board meeting and/or, in a congress year, the world congress. If the 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

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

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 organisation 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 the youth engagement. First of all, being an organisation 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 organised 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 formalised.

Tasks

- 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

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 utilises 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.

In 2020, IFSA was formally accepted to become a part of TFD by joining its Steering Committee (SC). 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. So, the primary benefit for the IFSA community will be the ability to participate in the regional dialogues that TFD organises worldwide. Hence, the involvement in the dialogues will provide IFSA representatives with valuable experience in stakeholders engagement, conflict resolution, and decision-making processes. Moreover, it will be a unique opportunity to collaborate with global forestry leaders closely. Lastly, being based at Yale University (USA), TFD encourages international students to apply for the postgraduate forestry studies at Yale. Thus, students can receive an education in one of the world’s leading

Tasks

- 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

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.

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 organisation 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 organises 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 organised 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 organised to further engage with FAO (e.g. webinars, social media campaigns, etc.).

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

Tasks:

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

- Involve students into 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, joint projects;
- Investigate the possibility to offer students working experiences with the FAO in forms of internships or similar excellent learning experiences;
- Cooperate with the FAO to jointly support each organization's missions and contribute to the partner's work. Among others, a frequent cooperation scheme is focusing on forestry education and education about forest and trees in the civil society;
- Sustain and develop the partnership between FAO and IFSA through a continuous analysis of the efficiency, the potentials and the limitations of such a partnership between FAO and IFSA.
- Find ways to create joint projects that may contribute to a 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, Skype and more seldom phone calls. Furthermore, networking at conferences and private meetings with FAO representatives is also an important form of communication that the Liaison Officer has to undertake in cooperation with the IFSA President.
- Creation of joint projects: Through the communication with the FAO, but also through gathering ideas of students of IFSA the LO should take the initiative to create joint FAO/IFSA projects or find ways to involve students into FAO projects and vice versa. Examples of projects are: student delegation on FAO events and conferences; involvement of students in education activities of the FAO; involving of FAO staff in IFSA projects and many more. Creativity is a key to a successful cooperation. However, the Liaison officer is to be seen as an overall coordinator, therefore this person should always cooperate with other students in IFSA that may

help or even take the lead of single projects.

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

Skills 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 which 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.

Internal Department

Communication Commission

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. Then there are several commercial plugins used to add functionalities like calendar support.

Tasks

- 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.

Skills

- Computer and web literacy is a requirement as managing a website is a technically challenging task.
- Knowledge of Wordpress is needed
- Experience in web technologies (HTML/CSS) is useful

Estimated Workload

- On average 2-5 hours but you need to be available when something needs to be published or if technical issues arise.

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 utilizes are Facebook and Instagram, Twitter, Youtube and LinkedIn.. They are the way to communicate news with members and outside worlds and the, public faces for the association's brand.

Tasks

- Post on social medias the news that has been published on the website using the [News Factory](#)
- Organize 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 account; these updates may include announcements, questions to the audience, news items, and other general notices to curate content to engage the IFSA audience
- Responding or redirecting to the right person to public enquiries made posts and and private message in social media channels.
- Engagement with IFSA partners by sharing and/or retweeting the content from their respective social media accounts

Skills

- Social Media management and administration
- Good written English skills are required to uphold a professional public image for the association.
- Excellent communication skills

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 commission works in relationship with Communications, Web and Social Media, ensuring easy to interpret, inclusive, and effective online outreach.

Tasks

- Producing and maintaining IFSA templates (Google Docs, business card...)
- Design material for promoting IFSA events on online platforms
- Work together with Web Commission
- In general work on the design of aspect of all IFSA projects
- Ensuring the use of the proper use of the IFSA logo, color palette and templates

Required abilities

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

Estimated Workload

- On average 3-5 hours per week, but the majority of the tasks need to follow external deadlines

Head of Publication Sub-Commission

Background

The Publications commission manages the IFSA blog (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), 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.

Tasks

- 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

- 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.

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 podcast is targeted to all IFSA members and alumni. However, all episodes are available on the IFSA website and on multiple free platforms so that anyone interested can listen to the podcast.

The podcast brings a new medium to IFSA. Characteristics of podcasts are their consistency, their audio storytelling and the following and community that they build over time.

Inviting guests to podcast episodes makes their area of expertise, work and experience accessible to IFSA members in a unique way. Potential guests are IFSA members, IFSA alumni, members of partner organizations and experts in the field of forestry and related sciences. The selection of guests is informed by gender balance, representation of all IFSA regions and urgent or relevant issues in the forestry field.

Tasks

- Editing the podcast episodes.
- Publish podcast episodes.
- Coordinate with host for podcast recordings.
- Work together with the podcast hosts to find themes and guests.

Required abilities

- Knowledge of one of the most common digital audio workstations (DAW), preferably either of:
 - Adobe Audition;
 - Audacity.
- Good understanding of the most common audio file formats (e.g. WAV, MP3) is welcomed;
- Excellent understanding of audio recording is required (experience is an asset);
- Excellent understanding of audio post-production is required (experience is an asset);
- Good understanding of the most famous podcast platforms is welcomed;
- Excellent organizational and planning skills to set up an agenda for scheduling calls with guests, conducting interviews and finishing the episode;
- Good understanding of IFSA and the forestry sector worldwide to select possible podcast guests.

In case the HoSC Podcast hosts the Podcast as well:

- Excellent English proficiency;
- Excellent speaking skills;
- Good and stable internet connection;
- Good quality microphone is an asset;
- Closed back headphones.

Estimated Workload

- 20-25 hours per episode
- 1-2 episodes per month (every 2-4 weeks)

Head of Wikipedia Sub-Commission

Background

Wikipedia, as the largest and most popular general reference work on the World Wide Web, is a very powerful platform which can help promote IFSA and make its history widely known. Furthermore it can help redirect web traffic and potentially attract new members on other IFSA platforms (such as ifsa.net, IFSA Tree House, social media channels).

The Wikipedia Sub-Commission aims to restructure, re-write, re-organize, and update any IFSA-related Wikipedia articles. Currently the last main work done on IFSA's Wikipedia page

happened approximately around 2014-2015, with little changes added in the last years. Therefore, there is a current lack of curation and supervision of the existing Wikipedia page.

The SC should ensure on Wikipedia that IFSA's information is correct, the pages are up to date, clear and understandable, using an uniform and clear structure.

Tasks

- Research IFSA history and relevant information on IFSA archives;
- Update the IFSA Wikipedia article;
- Update Wikipedia article related to IFSA (for instance where IFSA is tagged or could potentially be tagged).

Required abilities

- Working on Wikipedia;
- Excellent English proficiency;
- Excellent writing skills;
- Good understanding of design and layout of texts.

Estimated Workload

As long as there is space for improvement on the IFSA Wikipedia articles, there is work to do! The estimated amount of working hours per week is 3-5 on average.

Capacity Development Commission

Head of Cultural Competencies Sub-Commission

Background

Cultural Competencies Sub-Commission aims for a better cultural understanding and inclusion of all members in IFSA.

Tasks

- Work with IFSA Local Committees to develop the skills needed to improve knowledge of different cultural practices and world views;
- Identify ways to further develop positive attitudes towards cultural differences and identified sensitivities;
- Aid IFSA members in developing skills for communication and interaction across cultures;
- Work with heads of delegations to identify cultural sensitivities for upcoming events and help delegates in appropriately managing them;
- Work with OC to ensure that there is a provide support and suggestion regarding possible cultural sensitivities at international events.
- Survey to the participants after the event to point out some sensitivities for improvements

Estimated Workload

- 2-5 hours per week

Head of Forestry Education Sub-Commission

Background

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

The Forestry Education 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. Tasks

- Act as an educational resource for all of IFSA, provide ideas as to educational activities and how to ensure there are educational components of events

-
- Ensure IFSA participation in Partners events that are related to Forestry Education
 - Work together with IUFRO-IFSA Join Task Force on Forestry Education
 - Work together with the HOSC TreE-Learning to create and promote learning content on the IFSA website

Estimated Workload

On average 3-5 hours per week

Head of Mentorship Sub-Commission

Background

Mentorship sub-commission has been 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.

Tasks

- 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 organizations as an alternative to event-based mentoring.

Estimated Workload

Average workload is 3-5 hours per week.

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 second languages from native speakers regardless of the language.

As IFSA's official language is English, this language will be our core focus. In addition to that, the official languages of the United Nations (Spanish, French, Chinese, Russian, Arabic) and other languages which are not part of official languages will/can be part of the language exchange plan, however, this is dependent on the availability of eligible mentors.

The Language Commission main project is the Spanish school, which connects IFSA students willing to learn Spanish to Spanish speaking IFSA members.

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

Tasks:

- Find mentors and mentees for the language school.
- Follow the language school progress
- Help producing learning materials to help the language school
- Recruit native speakers/ proficient speakers in languages different than English to help with translations.
- Leading the creation of short video clips in different languages, on promotions or campaigns that IFSA will engage in

Estimated Workload

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 environments. IFSA activities will always have an impact on the environment, however our goal is to minimize.

Tasks

- Development and establishment of a CO₂-assessment scheme applicable for the IFSA.
- Assessment of IFSA's overall carbon and environmental footprint.
- Identification of possibilities to reduce and/or offset the CO₂ emissions of IFSA.
- Work on a sustainable strategy for IFSA.
- Support LC's who want to track their footprint or start own CO₂ offsetting program

- Identify possible cooperation with CO2 offsetting companies.
- Make IFSA and the IFSA meetings more resource-efficient (eg: printer paper, disposable tableware, etc).

Estimated Workload

Average workload is 3-5 hours per week.

Head of TreE-Learning Sub-Commission

The TreE-Learning Sub-Commission is a brand new commission created at the Online IFSS in 2020. The goal of this Sub-Commission is to develop a learning platform on the IFSA Website, managing and updating learning material on it.

Tasks

- Develop a learning platform on the IFSA website
- Manage and organise the currently available learning content on the learning platform
- Create new content for the learning platform
- Collect information from the IFSA Officials in order to set the base of the project (understand what Officials expect to have on the website as useful information)

Skills

- Excellent writing skills
- Skills in developing educational content (with the support of experts)
- Skills in managing digital material
- Video editing is an asset

Estimated Workload

Average workload is 3-5 hours per week.

Head of Tree House Sub-Commission

Background

The Head of Treehouse Sub-Commission is expected to coordinate the Treehouse project which 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. The idea is to allow IFSA members to travel and be hosted by other IFSA students.

Tasks:

- Produce a long term Tree House strategy (for the coming 2-3 years).
- Create guidelines for members approval and implement the process.
- Promote Tree House in all regions of IFSA, through workshops during events, videos, flyers and social media campaigns.
- Help to improve the design and user experience of the Treehouse page on the website.
- Collect feedback from users and manage any issues with hosts that may arise.

Skills:

- Excellent understanding of the Couchsurfing platform (joining the service, Terms and Regulations, etc.)
- Good planning skills

Workload

Average workload is 3-5 hours per week.