



GUIDELINES TO RUN AN IFSA LOCAL COMMITTEE

A Local Committee (LC) is a group of forestry students, who is approved by IFSA as a member LC and who direct their involvement with IFSA. The forestry club members should undertake adequate number of the forestry subjects and they must study forestry or curricula closely related to forestry (e.g. Usage and protection of natural resources) either technical college or university.

LC's across the world create the backbone of this great organisation since they have the power to initiate activities and introduce young students to the many international opportunities. Without the communication and coordination by LC's, IFSA would not be able to offer the wide range of experiences to its members. These officials assist LC's by suggesting activities, passing on invitations to events, providing information and general guidance. If an LC is active and committed to IFSA then the entire organisation can continue to grow and provide more opportunities to forestry students throughout the world.

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1) STRUCTURE OF A LC

The most classical structure for the LC is: President, Vice President, Treasurer and Secretary. But other structures are possible. The most important is to have LC representatives elected democratically.

Each LC must have at least one contact person. This/These person(s) shall be registered to the [IFSA World mailing list](#) and to the [IFSA Forum](#) to be aware of what happen in IFSA. Thus this/these person(s) is/are responsible of forwarding emails to LC members and answer the questions of IFSA members internationally. Each contact person has to declare him/herself to IFSA International Board to have always a reliable person for each LC. *However when a LC has its own mailing address or mailing list, it is also possible to register this address.*

The fundraiser/treasurer is responsible for raising necessary money and for keeping records of the flow of money. The records should include income (e.g. fundraising, sponsorship, LC student fees) and expenses (e.g. IFSA membership fees, IFSA buddy membership fee). If bigger events (seminars, meetings etc.) are arranged, a strong financial report regarding this event should be done and kept in the LC's archives.

A contact person for the Exchange Programme (EP) commission in your LC could also be a good thing. He/she could be responsible for communicating with the [Exchange Programme Commissioners](#), finding placement offers, and informing the other students about the possibilities in the EP, etc.

2) ASSURE THE LC'S CONTINUITY

One of the biggest challenges for a student's association is to have a good continuity from a generation to the following. To ensure this continuity several actions are advised:

- **At the beginning of each study year invite all students in forest sciences (an especially the first year students) of your university to attend a presentation about IFSA.** It's important to show the opportunities IFSA can offer at the local and the international level and to give a list of planed activities in your LC for the following year to motivate new people to join the association.
- **Try to send each year at least one representative of your LC to the Global meeting of IFSA: the International Forestry Students' Symposium (IFSS).** *The IFSS is the most important meeting in IFSA year as there are new officials (including direction) being elected as well as annual budget approved. For IFSA your representation is also very important.*
- **Each year pay the IFSA Membership fee** to avoid expulsion of your LC after three non-paid period.

- Provide information from IFSA to all forestry students and not only the ones members of your local group.
You can gain thus more members to your organisation because people may be interested of news what you mediate from international arena.
- Keep a history of activities organized by your LC (especially international events).

3) WHO TO TURN TO IF YOU HAVE A QUESTION/PROBLEM?

The **regional representative** of your region is the first person you have to contact if you have any question or problem. They should be able to help you or to redirect you to the right person to contact in IFSA. In case of no-answer from the regional representative you can also contact the Vice-President or the Council.

4) OTHER ADVICES

- Keep a folder including documents such as minutes from meetings, to enable new members of the LC to trace the activities; sponsors etc. (e.g. document which sponsors have been approached and what the result was).
- If possible, contact other internationally focused groups at your university to see if any co-operation is possible.
- If possible, create a mailing list for the members of the LC. This will improve the communication internally and ensure the spreading of information from the Secretariat and other parts of IFSA.
- Prepare a short status report for regional meetings and for sending to the regional representative at the end of the IFSA-year. The report should contain a summary of events and activities of the local IFSA committee and a short description of activities or ideas for the coming period. It can also contain comments on the function of IFSA or proposed activities on a regional or worldwide basis. Any ideas or thoughts could be put forward.
- Maintain a high level of communication with your regional representative or other officials in IFSA, so that other students around the world can gain from your experiences and be inspired by your activities.

5) EXAMPLE OF ACTIVITIES A LC CAN ORGANISE

- **Local events**

- Field trip
- Dinner/barbecue/social event
- Competitions
- Special lectures or seminars
- Host a night/event for exchange students or some group from your university
- Give a presentation after any event you are lucky enough to attend and give as many as possible the chance to also attend events.

- **Regional Events**

- Regional/National meeting – meet up with other LC's or forestry students from other universities in your country – this can be as complex as a mini IFSS (3 or 4 days) or as simple as a camping weekend.
- Really just creating an opportunity for forestry students to get together within your region where you have similar interests, timetables, issues, traditions etc...

- **Big International Events**

- IFSS – lots of work but very rewarding
- Regional Meetings (Many countries)
- Seminars
- Exchanges (e.g. one university visits another one)
- Similar to local and regional events only on a slightly larger scale