

To my Dear IFSA Officials:

How are you? It has been 9 days after IFSS in Korea. I hope all of you enjoy the vacation. I think some of you might wonder how to start the work for the following IFSA year. Here are the guidelines for how to become the IFSA officials. I hope this guideline can help you to start your position.

### **WHOM SHOULD I CONTACT TO?**

For better communication, different commissioners, regions and LOs are belonged to different IFSA 7 members:

President(Cathrine)	<ul style="list-style-type: none"><li>● LOs: IUFRO, CFA, FAO, EFI, CIFOR</li><li>● International Process Commission</li></ul>
Vice President(Ping-Lian)	<ul style="list-style-type: none"><li>● LOs: IFISO, Alumni</li></ul>
Treasure(Mikko)	<ul style="list-style-type: none"><li>● Fundraising commission</li></ul>
Council (Yagmur)	<ul style="list-style-type: none"><li>● Language (Fundraising)* commissions</li><li>● Southern Europe, Latin America, Southern Africa regions</li></ul>
Council (Martin)	<ul style="list-style-type: none"><li>● P&amp;P, EP and Web commissions</li><li>● Northern Europe, Northern America regions</li></ul>
Council (Yusuf)	<ul style="list-style-type: none"><li>● Forestry Education (IPC)* commissions</li><li>● Asia, Oceania, Northern Africa regions</li></ul>

\* Second IFSA 7 who takes charge of this commission. You may contact to main contact person and always cc to the second IFSA 7.

You may contact to each IFSA 7 who is responsible to you. Or it is always welcome that you send email to all IFSA 7. We are more than happy to receive any email from you. Believe me, all IFSA 7 likes to check our email inbox everyday. We feed our soul with your emails. ; )

### **SKYPE MEETINGS and PROGRESS REPORT in the end of each month.**

From IFSA 7, we would have 1 skype meeting each month with you all (let's call...RR meeting, LO meeting, and Head meeting) It will be your best chance to share your challenge to other officials and cooperate with each of us. Skype meeting with you all will be hold around the end of the month

Deadline for progress reports and annual report are:

- **1<sup>st</sup> IFSA Progress report: 2010. Oct. 25**
- **2<sup>nd</sup> IFSA Progress report: 2011. Jan. 05**
- **3<sup>rd</sup> IFSA Progress report: 2011. Apr. 25**
- **Annual report: 2011. Jul. 05**

### **HOW CAN I WRITE EMAIL EFFICIENTLY?**

- **Subject:**

Give clear title for your email to attract readers. Such like, deadline, your target, or key point you would announce. A good and short subject can help you a lot. Do not just write: HELLO! It looks really like a spam email.

- **Context:**

If there are a lot of information you would announce. Better to use different color or font to emphasize important information. Or list for them. People can know it much easier and faster.

- **CC:**

It is also called Carbon copying. Just cc that email for anyone you think is relative to. Information could be forward faster and every of them will know how is it going on.

Here are [tips for writing emails](#). Of course you can always find more from google searching!

### **HOW CAN I DISTRIBUTE INFO?**

You may use our best info tool: **IFSAworld yahoo group** or **IFSA Forum**. Thanks for the ifsaworld guideline from Alex last year. You can read it from the attachment.: )

**IFSA Forum** is a good platform for sharing information. Although forum was not really active (pity...) but it is still a good platform for officials to announce your information. Below is some mailing list, which you can use in the future:

- **To IFSA 7: ifsa7@googlegroup.com**
- **To LCs: lc.world@ifsa.net**
- **To all officials: officials@ifsa.net**
- **To Ifsaworld: ifsaworld@yahoogroups.com**

### **NEW EVENTS FOR IFSA, HOW CAN I DISTRIBUTE IT?**

Of course you can send through ifsaworld directly. But don't forget there is **IFSA Events Newsletter** which will be announced twice a month. It is a useful tool to announce events in IFSA. So if deadline for this event is not so close, I will combine your event twice a month and announce it to ifsaworld.

### **DO I NEED AN OFFICIAL EMAIL ACCOUNT?**

Yes, you do. Usually IFSA officials will create a new google account with their name and ifsa. For example: [\[NAME\].ifsa@gmail.com](mailto:[NAME].ifsa@gmail.com) But it is not obligate to create a new official email address. But it will be good to separate your personal and official emails.

### **DELEGATE YOUR TIME AND WORK.**

We are happy to see you are working hard for IFSA, but never over load yourself. Ask your commissioners or partner to share the work with you. If you have any question or face the challenge, told it to IFSA 7. We are here for supporting you.

### **JOIN IFSA EVENTS.**

There are local events such like regional meetings and international conference where you can meet IFSA People again. Join IFSA Events and meet your old friend once again, I believe it is a good way to motivate ourselves.