



# *International Federation of Aromatherapists*

## **IFA REGIONAL REPRESENTATIVE PERSONAL SPECIFICATIONS & ROLE**

Welcome and thank you for your interest in becoming a regional representative of the International Federation of Aromatherapists (IFA). Regional representatives serve the IFA by building a supportive community for members in their geographic region and also become part of a worldwide network of IFA regional representatives. As a representative for your region you will assist the charity in furthering its objects and be a point of contact for members in your local region. All representatives are duty bound to act in the best interests of the IFA and declare any conflicts of interest on an annual basis. Regional representatives are volunteers, the time you would be required to dedicate to this role would be purely based on your region's activities scheduled within a given year. We hope you will enjoy assisting the IFA in creating more opportunities in your local region and networking with your fellow members.

### **ROLE SPECIFICATIONS**

- To support the IFA in maintaining membership within their geographic area
- To serve as the contact person for members in your geographic area (this does not include the registration of members)
- To promote IFA activities to local members and raise awareness of Aromatherapy and the IFA
- To report any feedback from members to the IFA
- To monitor the promotion of the IFA within their geographic area
- To assist staff members in sourcing venues, materials, storage facilities for events in the region you represent
- To assist with translation if possible and desirable

### **PERSON SPECIFICATIONS**

The federation seeks to have a wide range of regional representatives to assist members who reside in that region and to assist the IFA in furthering its objects. Each regional representative must have: current full IFA membership;

- a good level of spoken and written English;
- integrity;
- a willingness to devote the necessary time and effort to their duties;
- desirable to have an additional language and a willingness to help the IFA with written and oral translation.
- a willingness to commit to a minimum of one (1) years' service;
- sound independent judgement and an ability to think creatively;
- willingness to speak their mind;
- an ability to work effectively with members of staff;
- an email address, contact address and access to internet;
- to treat all information relating to IFA business as private and confidential.
- not held a similar position with an organisation with similar objects within the field
- not held a position as a teacher or centre owner at an aromatherapy training establishment (IFA accredited or otherwise), which could give the misleading impression as a representative that the IFA endorse these establishments or over and above other approved Centres.



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## **SELECTION PROCEDURE:**

The board of trustees will identify the need for more representatives in a given area or the need for regional representatives in a new area.

- Responsibility for the recruitment of representatives rests firmly with the trustees.
- The trustees will identify the need for new regional representatives to help the charity run more effectively.
- In the regional representative application form the candidate is asked to declare any existing or potential conflicts of interest which may affect their role as an IFA regional representative.
- Once an application is submitted it will be circulated to the board of trustees.
- Short-listings will take place and interviews will be conducted with the CEO to ensure the applicant fully understands their responsibilities.
- The CEO will provide a referral report to the board of trustees.
- Preferred candidates are identified and invited to become a regional representative, subject to references, formal vetting and approval by the full trustee board. Unsuccessful candidates are notified and thanked for their interest.
- This process usually takes up to 30 days.

## **TERMINATION OF APPOINTMENT**

**Resignation:** A regional representative may resign once notification is received by the IFA from the person of their resignation.

**Removal:** A person ceases to be a regional representative as soon as:

- Their IFA membership lapses.
- A person fails to declare conflict of interest or deliberately conceals conflicts of pecuniary or personal interest.
- A registered medical practitioner who is treating that person gives a written opinion to the IFA stating that that person has become physically or mentally incapable of acting as an regional representative and may remain so for more than three months.
- Failure to respond to requests within a reasonable time frame.
- Failure to complete projects allocated within a reasonable time frame or fulfil responsibilities.
- Breach of confidentiality of certain types of information, for example marketing strategies etc.
- Valid complaints raised against any act the person participate in, which are investigated and found to have merit.
- In this instance the individual would be removed by a vote of no confidence.

## **ENTITLEMENTS**

- Listed as a regional representative under the region in which you reside.
- Reimbursement for travel expenses if required to attend events. All expenses must be pre-agreed, receipts are mandatory to make a claim.
- Free entrance to conferences and workshops when providing translation or tasks above and beyond requirements (these are permitted on a case-by-case basis)
- Twelve CPD points awarded per year of service.