



# *International Federation of Aromatherapists*

## **COMMITTEE PERSON SPECIFICATIONS & SELECTION PROCESS**

Welcome and thank you for your interest in becoming a member of a committee of the International Federation of Aromatherapists (IFA). Committees play a strategic role at the IFA and act as a critical friend to ensure it's well informed when making decisions. As a committee member the commitment you dedicate will make a direct difference to the charity and everyone it helps. It is important to note that committee members are not directors and therefore are not bound by the same legal obligations. All committee members are duty bound to act in the best interests of the IFA and declare any conflicts of interest on an annual basis. Committee members are volunteers with specific areas of specialisation. The time you would be required to dedicate to this role would be purely based on projects scheduled within a given year. We hope you will enjoy taking parts in lively discussions and help shape the future of the charity.

### **ROLE SPECIFICATIONS**

Committees seek to maintain a membership that has a wide-ranging level of experience so that the committee as a whole has the skills and experience to draw upon to fulfil its responsibilities. A person may apply to become a committee member who fulfils the job description of the role for which they are applying. Currently we are recruiting persons for the following committees:

- [Disciplinary & Complaints](#)
- [Fundraiser](#)
- [Public Relations](#)
- [Research](#)

### **Person Specification**

Each committee member must have:

- at least five (5) years' experience in the role in which they are applying
- integrity
- a commitment to the organisation and its objectives
- a willingness to devote the necessary time and effort to their duties
- a willingness to commit to a minimum of one (1) years' service;
- a good level of spoken and written English;
- sound independent judgement and an ability to think creatively;
- willingness to speak their mind;
- an ability to work effectively as a member of a team;
- an email address, contact address and access to internet;
- a willingness to participate in committee group email communications;
- to treat all information relating to IFA business as private and confidential.

### **Selection Procedure**

The committee will identify the need for more committee members and the board of trustees will identify the need to establish new committees. It is important to note that committee members are not trustees and therefore are not bound by the same legal obligations, however as they inform the trustees work the selection procedure differentiates but is equally robust.



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- The committee will agree what skills, experience and knowledge are needed, in the form of a short job description and person specification (as published above).
- If a new committee is to be introduced a new committee terms of reference will be posted on the IFA's website.
- Persons may apply to join a committee by completing the application form below or may be formally invited.
- If a committee member is to be recruited by invitation, this must be recommended by the existing committee members or put to the vote at a committee meeting, of which the majority agree.
- Once an application is submitted it will be circulated to the relevant committee.
- The committee will ascertain if the skills the applicant can provide are in keeping with scheduled projects planned within a given year, consider if the applicants experience and qualification meet the requirements and consider the applications declarations.
- Short-listings will take place and interviews will be conducted to ensure the applicant fully understands their responsibilities and to discuss what role within the committee their experience would match and availability to commit to such projects.
- Preferred candidates are identified and invited to join a committee, subject to references and approval by the board of directors. Unsuccessful candidates are notified and thanked for their interest.
- The new committee members are duly welcomed and are introduced to the other members of the committee, CEO and members of staff.
- This process usually takes up to 30 days.

## **Termination of Appointment**

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

**Removal:** A person ceases to be a committee member as soon as:

- 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 advisor 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, as declared at the meeting as confidential, 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.

## **Expenses**

All expenses incurred relating to fulfilling your role as a committee member will be reimbursed upon receipt which includes: travel to and from committee meetings, travel to and from other



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meetings/events attended on behalf of the organisation (prior approval required), stationery and telephone calls.

In addition, all committee members may attend the IFA UK conferences free of charge.

For more information, please contact [office@ifaroma.org](mailto:office@ifaroma.org)