



GUIDELINES FOR CONTACT PERSONS

In countries without a National Branch (NB) there should be one Contact Person (CP).

Criteria for CPs eligibility are:

- To be alumni of a CIF/CIPUSA professional exchange program and a CIF member.
- To be recommended by a CIF National Branch or CIPUSA.
- To support and be familiar with the CIF International Statutes.
- To be willing to devote volunteer work for the promotion of the purpose of CIF International.
- Agree with the CP guidelines and act according to them
- Agree that contact person name, e mail and country is published in the communication channels from CIF
- Submit a yearly report about the activities undertaken as a contact person.

It is the decision of the Contact Person Coordinator on behalf of the CIF Executive Committee that one can become a Contact Person after meeting the above eligibility requirements.

Responsibilities for a Contact Person

- Will be in touch on a regular basis with other CIF/CIPUSA former participants in his/her country and forward necessary information.
- Distribute the World News to the other members of his/her country and also be responsible for publicity of CIF Professional Exchange Programs.
- Acquire more members and people working in the fields of social work, social welfare, and human services and encourage professionals to apply for the CIF/CIPUSA Professional Exchange Programs (PEP).
- Responsible for writing a letter of recommendation with regard to the application for a PEP as well as for members applying for a conference grant.
- Organize regular meetings for CIF members in his/her country.
- Pay their annual membership fee directly to the CIF International Treasurer.

CP can be present as observers at BD meetings and will receive the same information as BD members.

The CP should keep in regular contact with the CP Coordinator of the EC and report about his/her activities to the CP coordinator of the EC at least once a year.