

THE COUNCIL OF INTERNATIONAL FELLOWSHIP

Provides professional human services' development and training through intercultural exchange



Guideline for Contact Persons

This guideline describes responsibilities for Contact Persons as agreed upon by the Board of CIF International during the meeting held in Kiljava, Finland in August 2009.

Contact Persons (CPs)

In countries without a National Branch (NB) there should be one CP. The CP should support the objectives of CIF and accept the Statutes of CIF International.

Criteria for CPs eligibility are:

- To be an alumni of a CIP/CIF/CIPUSA/ISP Exchange Program and a CIF member.
- To be recommended by a CIF National Branch or CIPUSA.
- To know well and to be familiar with the CIF International Statutes.
- To be willing to devote volunteer work for the promotion of the aim and goals CIF International.

It is the decision of the Executive Committee (EC) if a CIF member can become a Contact Person after recommendation of a NB.

CPs are members of CIF International and have to pay their annual fee directly to CIF International. Fee could also be collected in form of bringing products from the country of the CP for market of nation's auction in CIF biannual conferences

Duties for a Contact Person

The CP should

- Be in touch on a regular basis with other CIF/CIP/CIPUSA/ International Study Program (ISP) participants in his/her country and forward necessary information.
- Distribute CP the World News to the other CIF members of his/her country and also for publicity of CIF Exchange Programs.
- Acquire more members and people working in the social field and in educational institutions in encouraging professionals to apply for the CIF/CIPUSA Exchange Programs.
- Be responsible of writing a letter of recommendation with regard to the application for an EP as well as for members applying for a conference grant and participating in CIF conferences.
- Organize regular meetings for CIF members in his/her country.

CP can represent her/his country at BD meetings. If at all possible one of the tasks should be to establish a National Branch which should have at least five members. CPs will be assisted by a NB or the Executive Committee before and after establishing a National Branch.

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