**International Fire Service Accreditation Congress**

**Ambassador Policy**

The intent of the IFSAC Ambassador Program is to market IFSAC to new regions throughout the world as well as having a representative in a given area who can provide IFSAC with a perspective of the local customs, legal processes, cultures, and traditions to better serve our constituents. This policy shall be used for the selection process, appointment of ambassadors, and program maintenance of the IFSAC Ambassador Program.

**Role of the IFSAC Ambassador(s)**

Act as liaisons between IFSAC and potential entities. The ambassador will also actively promote IFSAC to local fire and rescue training, educational, and certification authorities in their assigned geographic area. They can act as a mentor to new and applying entities. Additionally, an ambassador may be asked to provide information about local cultures and traditions. They will be responsible for distributing brochures and flyers that originate from IFSAC. Ambassador(s) will be considered “at large” member(s) of the Promotions Committee.

**Appointment**

Ambassadors may be a current representative to IFSAC or hold emeritus status. The appointment will be for a term of three (3) years. All ambassadors must be recommended by the Promotions Committee and approved by the Council of Governors. All ambassadors must reapply and complete a memorandum of understanding every three (3) years. Appointments will be made at the Council of Governors Spring Meeting.

**Reporting**

Each ambassador shall make a bi-annual report to the Promotions Committee and the Council of Governors. This report shall be formally presented at the Fall and Spring Council of Governors’ meeting and shall consist of their activities, accomplishments, and contacts. The ambassador shall keep in contact with IFSAC Administration and copy Administration on all correspondence for record. This record shall be available to the Council of Governors and Promotions Committee for review and confirmation of activities. Reporting forms can be found in Appendix A, Bi-Annual Ambassador Report to the Council of Governors and Appendix B, Ambassador Contact Report.

**Conflict of Interest**

Upon acceptance of the position of ambassador, the ambassador understands the position will not be used for financial gain, but solely to support and promote IFSAC in their region. The ambassador must understand and follow all bylaws, policies, procedures, and ethics policies as set by IFSAC.

Ambassadors shall not make contact on behalf of IFSAC, or promote IFSAC to countries, regions, entities, or persons sanctioned by the United States Government. (Reference: United States Department of the Treasury.)

**Qualifications**

Required –

* Must be or have been a qualified site team member and have been on at least two site visits.
* Must be or have been a representative of an accredited member entity.
* Must have attended a minimum of three (3) Spring Meetings and attended site team training every three years for both assemblies.
* Must have the ability to have presence in or travel to the geographic area(s) to be covered at least once a year.
* Must have sound knowledge of IFSAC and the documents listed in the Ambassador Policy.

Preferred –

* Acted as a site team leader and/or have been on at least three site visits.
* Have in-depth knowledge of local customs and the ability to speak the language(s) in areas covered.

Existing Ambassadors –

* Existing ambassadors, at the time of approval of this policy, shall have until the 2020 Fall IFSAC Council of Governors’ Meeting to meet the qualifications.

**Application Process**

1. Completed application which consists of a cover letter, resume, and at least three letters of recommendation(s), one of which should be from the candidate’s current employer (if applicable). These items are to be sent by the candidate to the IFSAC administrative office.
2. If application is complete, IFSAC staff will forward to the Promotions Committee. If incomplete, IFSAC staff will notify the candidate.
3. The Promotions Committee will review and determine if the candidate will be recommended to the COG for approval. If a recommendation will not be presented to the COG, the Promotions Committee chair will notify the candidate.
4. The COG will make the final approval. If denied, IFSAC Administration will notify the candidate.
5. If the candidate is approved, IFSAC Administration will notify the candidate and ensure the Memorandum of Understanding is signed by the newly appointed ambassador.

**Annual Progress Review**

The Promotions Committee will review and comment on the ambassador’s submitted reports. The reports and review will be used in the re-application process.

**Termination**

The IFSAC director and the Promotions Committee reserves the right to suspend an ambassador for cause at any time. The suspension and reasons for the suspension will be presented at the next Council of Governors meeting for decision on reinstatement, probation, or termination.

**Procedures**

**Printed Materials**: Ambassadors shall use materials previously developed by IFSAC. This includes brochures, electronic media, and other marketing information. Any created, printed, and electronic documents which did not originate from IFSAC or the IFSAC Promotions Committee must be pre-approved by the Promotions Committee chair and Administration. In order to receive this approval, the material shall be sent electronically to the Promotions Committee chair and IFSAC Administration for review.

**Areas of Expertise:** Information generated must be within ambassador’s area of expertise. If questions arise that are outside of this area, these questions should be referred to IFSAC Administration.

**Service Area:** Areas covered are non-exclusive and ambassadors should work together and share reports. Ambassadors should ensure the information/recommendations shared with potential members is consistent from one ambassador to another.

**Remuneration and Expenses:** IFSAC ambassadors shall not receive any remuneration for their services. Ambassador Program operations will be based on an assessment of the needs and shall be carried out without expense to IFSAC whenever possible. This is a non-budgeted program; therefore, any expenditures must have prior approval per the IFSAC financial policy. All approved purchases and expenditures will be made by IFSAC Administration.

**Appendix A**

**Bi-Annual Ambassador Report to the**

**Council of Governors**

**International Fire Service Accreditation Congress**

***Bi-Annual Ambassador Report***

This form is to be used by IFSAC Ambassadors to keep a record of all contacts made during their duties as an ambassador. This form will be used by IFSAC Ambassadors for the bi-annual report to the Promotions Committee and the Council of Governors at the Spring and Fall Meetings. Completed reports must be submitted to IFSAC Administration for review at least 30 days prior to the Council of Governors meeting. Please list the entity’s name and country, as well as, provide a detailed narrative of the actions taken and contacts made. This report shall also be used for the ambassador to give an oral report to the Council of Governors. Attach additional pages if necessary.

|  |  |
| --- | --- |
| **Contacts made on behalf of ifsac** | |
| **Certificate Assembly Contacts**  **Entity Name and Country:** | **Narrative of Contact** |
|  |  |
|  |  |
|  |  |
| **Degree Assembly Contacts**  **Entity Name and Country:** | **Narrative of Contact** |
|  |  |
|  |  |
|  |  |

**Appendix B**

**Ambassador Contact Report**

**International Fire Service Accreditation Congress**

***Ambassador Contact Report***

This form is to be used by IFSAC Ambassadors to keep a record of contacts made with all potential new members. The form is to be completed within one week of contact with a potential member and shall be emailed to IFSAC Administration for follow up.

|  |  |  |
| --- | --- | --- |
| **Type of POTENTIAL member** | | |
| **Certificate Assembly** | **🞏** | |
| **Degree Assembly** | **🞏** | |
| **Entity Name** | | |
|  | | |

|  |  |
| --- | --- |
| **Mailing Address** | |
|  | |
| Mailing Address | |
|  |  |
| Town/City | State or Province |
|  |  |
| Postal Code | Country |

|  |  |  |
| --- | --- | --- |
| **Contact Information** | | |
|  | | |
| Contact Person’s Name | | Telephone Number |
|  | | |
| FAX Number | Email Address | |

**International Fire Service Accreditation Congress**

***Ambassador Contact Report***

Please provide a detailed narrative of the meeting with the potential new member.

|  |
| --- |
|  |

Please provide a follow up plan for this entity and include all responsible parties (you, Promotions Committee, Administration etc.), action(s) required by each party, and due dates.

|  |
| --- |
|  |

**Appendix C**

**References**

Basic information regarding IFSAC

<https://ifsac.org/about/about-ifsac>

Basic information regarding the Certificate Assembly

<https://ifsac.org/about/about-ifsac>

Basic information regarding the Degree Assembly

<https://ifsac.org/for-degree-programs>

IFSAC Code of Conduct <https://ifsac.org/images/congress_pdfs_docs/IFSAC_Code_of_Conduct.pdf>

IFSAC Frequently Asked Questions

<https://ifsac.org/frequently-asked-questions>

History of IFSAC

<https://ifsac.org/images/general_pdfs_docs/IFSAC%20History.pdf>

Membership/Accreditation process for the Certificate Assembly <https://ifsac.org/images/ca_pdfs_docs/Membership_Accreditation_Process.pdf>

Certificate Assembly membership: Bylaw Article 11.4 regarding empowerment <https://ifsac.org/images/ca_pdfs_docs/Certificate_Assembly_Bylaws_Articles_1_11_12.pdf>

Membership/Accreditation process for the Degree Assembly <https://ifsac.org/images/da_pdfs_docs/DA_Membership_Accreditation_Process.pdf>

The IFSAC Strategic Plan <https://ifsac.org/images/congress_pdfs_docs/IFSAC_Strategic_Plan.pdf>

In addition the ambassador will need to stay current on countries IFSAC cannot conduct business with per US sanctions. This information should be reviewed regularly and can be found at: <https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>