

Position Title: Secretary Permanent Committee on Ethical Issues,
International Federation of Social Workers

Position Mandate: IFSW Constitution

For organizational purposes, the Federation is made up of five geographic regions (Africa, Asia and the Pacific, Europe, Latin America and Caribbean, North America), and each region has one Member at Large, chosen by the member organisation from that region.

Position Requirements: Secretary Permanent Committee on Ethical Issues must be a member of a member organisation in good standing.

It is recommended that candidates for Secretary Permanent Committee on Ethical Issues have had, at a minimum, executive level experience within their member organisations or their employment positions.

It is assumed that candidates for Secretary Permanent Committee on Ethical Issues have the time, and the background/abilities, required to carry out the duties and responsibilities of this position.

Terms of Office: The Term of Office is two (2) years. Secretary Permanent Committee on Ethical Issues may be re-appointed to the same position.

Position Duties and Responsibilities:

1. Attends IFSW Executive Committee and General Meetings.
2. Maintains an active commitment to the global goals of the IFSW
3. Leads the IFSW Permanent Committee on Ethical Issues.
4. Recruits potential members for the Permanent Committee on Ethical Issues.
5. Presents the curriculum vitae and other relevant information to the President and Secretary General for their approval as Committee Members
6. Works with Regional Vice Presidents to establish the regional and member organisation focal points.
7. Work on the implementation of the Permanent Committee on Ethical Issues goals
8. Advises on and leads the review of the IFSW Statement of Ethical Principles from time to time
9. Develops and manages the action plan for the Permanent Committee on Ethical Issues
10. Represent IFSW in the joint committee with International Association of Schools

- of Social Work in the role of co-chairing the same committee
11. Liaises with the Executive Committee and other main representatives on matters of relevance to their region or work for IFSW
 12. In accordance with the IFSW Constitution prepares report on Committee activities for the IFSW Executive and General meetings
 13. Communicates and works with the President and Secretary General. on a regular basis
 14. Carries out other tasks or projects which may be requested by the President from time to time