

**Position Title:** Secretary Human Rights Commission, 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 Human Rights Commission must be a member of a member organisation in good standing.

It is recommended that candidates for Secretary Human Rights Commission have had, at a minimum, executive level experience within their member organisations or their employment positions.

It is assumed that candidates for Secretary Human Rights Commission 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 Human Rights Commission 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 Human Rights Commission.
  4. Recruits potential Commission members for the Human Rights Commission.
  5. Works with Regional Vice Presidents to establish the regional and member organisation focal points.
  6. Work on the implementation of the HRC goals
- identify and carry out an international human rights agenda on behalf of the federation
  - co-ordinate the work of member organisations in relation to human rights issues,
  - work in conjunction with International Association of Schools of Social Work, Amnesty International and appropriate agencies and programs of the UN system and/or other relevant organisations including trade union related organisations to secure the protection of social workers' human rights,

- take initiatives to and supports the IFSW leadership in preparing statements on human rights issues and related matters,
  - provide support to individual social workers suffering a denial or violation of their human rights,
  - make representations to Governments where the rights of individuals or groups of social workers have been violated or are threatened,
  - publicise with member organisations cases of social workers whose rights have been violated or are threatened,
  - disseminate information and literature regarding Human Rights and Social Work and to work towards the inclusion of Human Rights as a major subject in Social Work training in all schools of social work world wide.
7. Presents the curriculum vitae and other relevant information to the President and Secretary General for their approval as Commission Members
  8. Develops and manages the action plan for the Human Rights Commission
  9. Works with the IFSW representative to Amnesty International
  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 Commission 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