

This copy of the Ambassador Program MOU is provided as an example only. An official MOU will sent by the IFSAC Director to an IFSAC ambassador upon approval of his/her role.

IFSAC LETTERHEAD HERE

Memorandum of Understanding

To: International Fire Service Accreditation Congress (IFSAC) Ambassador
From: IFSAC Director, Clayton Moorman
Date: _____
Re: Expectations and Relationship

Purpose

The purpose of this document is to:

1. Clarify the relationship between the IFSAC organization and the IFSAC Ambassador.
2. Receive written confirmation of said relationship.
3. Provide a list of expectations.

Relationship

The role of the IFSAC Ambassador(s) is to 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. The ambassador can act as a mentor to new and applying entities. Additionally, the ambassador may be asked to provide information about local cultures and traditions. Ambassadors will be responsible for distributing brochures and flyers that originate from IFSAC. Ambassadors will be an “at large” member of the Promotions Committee.

Term

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.

Expectations

As an ambassador you are expected to:

- Follow all current IFSAC Bylaws, as well as the policies and procedures established by IFSAC.
- 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.
- 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.

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- 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 Treasury.)

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.

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 will be presented at the next Council of Governors meeting for decision on reinstatement, probation, or termination.

Supporting Documents

The ambassador, by initialing each of the following, attests that he/she has read and understand each of said documents:

_____ 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

_____ The IFSAC Frequently Asked Questions: <https://ifsac.org/frequently-asked-questions>

_____ The history of IFSAC at: 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

_____ For the Certificate Assembly membership, please also understand Bylaw Article 11.4 regarding empowerment:
https://ifsac.org/images/ca_pdfs_docs/Certificate_Assembly_Bylaws_Articles_10_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 you 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>

Attestation

By signing this document you agree to the terms and conditions outlined and contained in this document. This Memorandum of Understanding expires on _____.

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Name (Print)

Date

Signature