



## A Guide to Division Coordinators

IUFRO has already published several booklets and papers in IUFRO News and separately about the structure and financing of the Union. In particular *"How Research Group and Working Party Officeholders Conduct Business"* (IUFRO News Volume 44, Issue 3, 2015) is a useful guide to Research Group and Working Party Coordinators. Some of the other material may not be succinct enough for new Division Coordinators and the following points may help them in their roles:

### 1. Attendance at Board meetings

The importance of attending Board meetings can not be over-emphasized. Much of the Union's business is conducted at these meetings and they offer opportunities for inter-Divisional discussion and collaboration. Also Division Coordinators are elected to various committees of the Board and these committees frequently conduct important business at the meetings of the Board. Furthermore the meetings give the Coordinator opportunities to make scientific input into the Union's outreach activities, especially those involving international organizations and initiatives.

### 2. Identification of Division officeholders

The Division Coordinators are the prime movers in identifying and supporting Research Group and Working Party officeholders. The appointment of Research Group Coordinators and Deputies finally requires Board approval but the selection of Working Party officeholders is approved by Division Coordinators and only reported by them to the full Board.

Any changes during the five-year period of a Board are made after consultation with the officeholders involved but should be seen as originating from the Research Unit rather than being imposed from above. The selection of Division officeholders at all levels should aim to choose excellent scientists, from member institutions, with strong institutional support and with an explicit objective of maximizing the breadth of geographic representation. Some officeholders should be young scientists in their early career who can work up through the IUFRO structure aspiring to Division leadership and/or the presidency.

### 3. Coordination of Division activities

Division Coordinators are particularly concerned with the encouragement and monitoring of all the activities within their Division and reporting them to the Board in the approved format at the end of each year. Wherever possible Division Coordinators should participate in the initial planning of Research Group and Working Party

meetings and attend a selection of them, not necessarily in their own specific disciplines. This is particularly necessary to dispel a commonly held view among the member scientists that the Board is remote from the day-to-day operation of Working Parties and their science.

**4. Support for inter-Divisional activities**

Division Coordinators are encouraged (and should encourage their Division officeholders) to pursue inter-Divisional, cross-disciplinary activities. This is particularly important now that cross-disciplinarity is seen as so important by all major forestry research and development institutions.

**5. Regional, age and gender balance**

When selecting Working Party and Research Group Coordinators, Division Coordinators should actively strive for a regional, gender and age balance in their respective Divisions.

**6. Encouragement of young scientists**

Division Coordinators should actively seek to encourage young scientists, particularly

**7. Representation of IUFRO**

Division Coordinators should play an active role in IUFRO's outreach programme through attendance at meetings of other bodies, input to international and national policy and research institutions and initiatives, and the media. Where necessary individuals will be requested by the Board to represent the Union at relevant meetings and, if possible, advise the individual on IUFRO's policy in relation to the subject.