



# Task Force Manual

**Supplementary Guidance for IBF Officers  
to be read in addition to the IBF By-Laws.**

**May 2018 Edition**

***“The purpose of the IBF is to promote a heart-centred approach to  
Breathwork, its theory and practice, for the expansion of consciousness  
and for personal and global transformation”***

This manual is an official IBF document. Changes in this manual are either voted on in the AGM or approved by the Executive team in conjunction with the Integrity Committee.

Version: IBF 2018 Task Force Manual as approved AGM 2018.

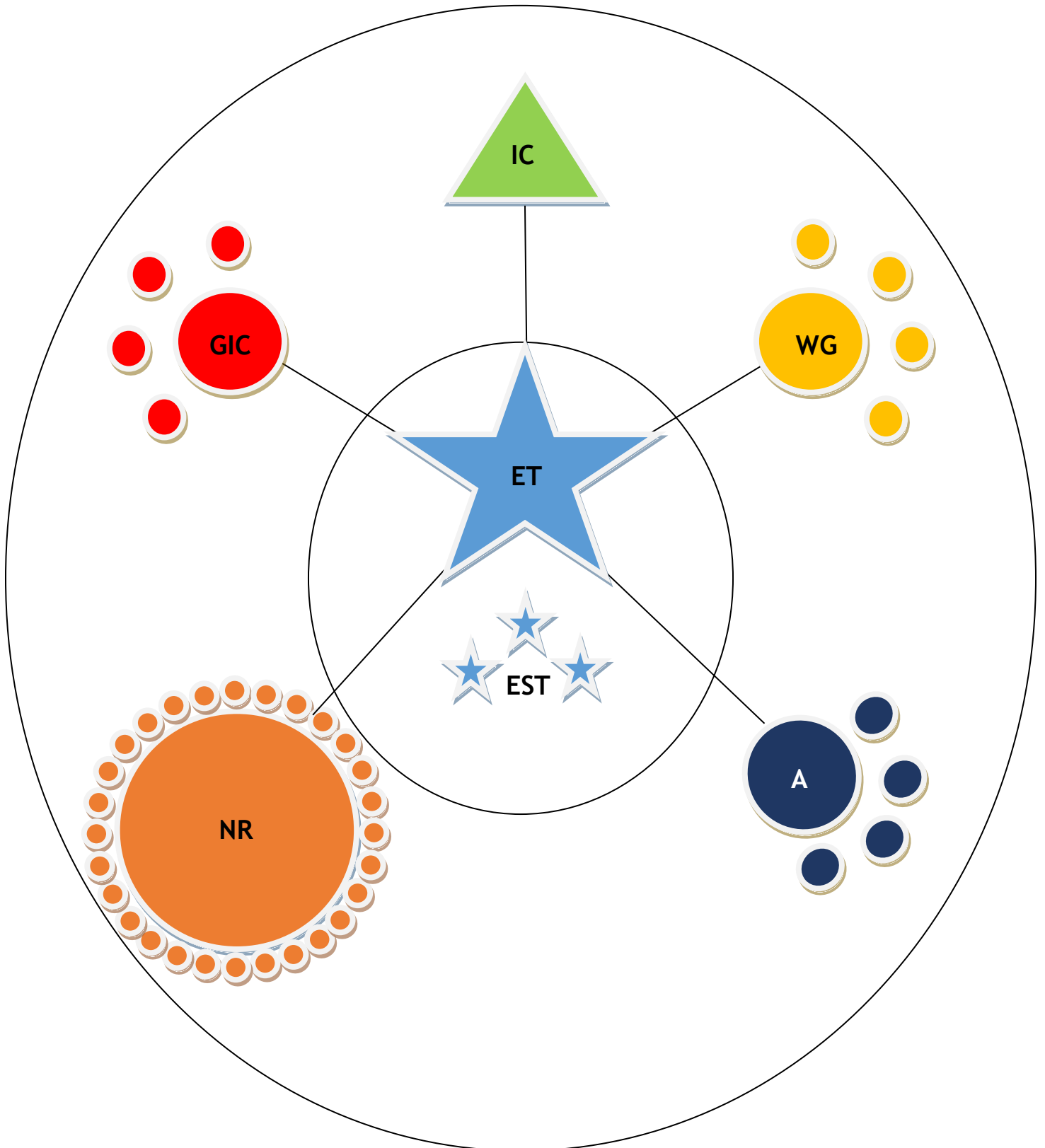
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 Third edition, June 2003, compiled by Tilke Platteel-Deur  
 Second edition, June 2002, compiled by Tilke Platteel-Deur, Veronique Batter & Clare Gabriel.  
 First edition, June 2001, compiled by Judee Gee

Other relating documents are available from the IBF website. They are:  
 IBF By-Laws  
 GIC Reports  
 GIC Organiser Manual

## IBF TASK FORCE CONSTELLATION



## IBF TASK FORCE

The IBF's Task Force consists of:

- **EXECUTIVE TEAM:** made up of 3-6 officers responsible for the following roles, which they will delegate amongst themselves and the Executive Support Team:
  - Chair
  - Communication officer
  - NR co-ordinator
  - ET coach & moderator
  - GIC council
  - Workgroups officer
  - Finance officer
  - Membership, Database and Data Protection officer
  - IT officer
  - Website
  - Social Media
  - Secretary
- **INTEGRITY COMMITTEE**
- **GIC ORGANISERS**
- **NATIONAL REPRESENTATIVES**
- **AMBASSADORS**
- **WORKGROUP LEADERS**
  - IBF UN
  - IBF Conscious Breathing in the Classroom
  - IBF Science & Research
- **EXECUTIVE SUPPORT TEAM**

All Task Force members must have been a member of the IBF for at least one year and have attended at least one GIC (exceptions may be made with approval of the ET).

All tasks are done in voluntary service to the IBF.

Where appropriate the Executive Team may vote to allocate funding for specific development tasks and extraordinary services to the IBF Task Force.

All Task Force members attend the GIC every year or if absolutely not possible, send a delegate in their name. They are recommended to:

- Attend the pre-GIC meetings: ET with IC, NR co-ordinator with the NRs and Workgroup Leaders with their ET representative.
- Read the latest version of the Task Force Manual, GIC Manual and By-Laws.
- Attend any workshops/meetings useful for their function during the year, during the conference and any post-conference meeting.
- Attend AGM business meetings.

All Task Force members abide by the IBF Task Force Code of Honour contained herein.

## **Code of Honour of the IBF TASK FORCE**

Team members agree to:

1. Be in service to the IBF.
2. Promote and embody the IBF core values personally and professionally.
3. Participate actively in scheduled IBF Task Force meetings (online or face to face) during the year.
4. Be 100% responsible for your personal process, growth and communication within the organisation. In particular: to breathe consciously on a regular basis and resolve with a Breathwork Practitioner/coach any problems that arise.
5. Follow-through on your personal commitment to the elected role until the end of the term.
6. If temporarily or permanently unable to fulfil your duties, communicate this to the responsible Executive Team officer who will support you in a common effort to ensure continuity, which may result in appointment of a deputy.
7. Call upon any member of the team that appears to be absent from their role and agree to be called upon in return.
8. Be responsible for nurturing the connection to others in the team, giving recognition and support to one another.
9. Carry out tasks as an inter-dependant responsible person, enjoying the learning experience of personal and team leadership.
10. Each year, self-evaluate levels of commitment with honesty and feel free to renew or make the changes necessary for the best of all.
11. Maintain organised and detailed documentation of correspondence and action taken during your time in office and communicate this in brief to your successor at the end of your tenure. Be available to support the new officer for three months after their election.

As an elected Task Force officer you accept and agree to the following policy and to the complete GDPR Privacy Policy as presented on the IBF website:

12. All individual membership details within the IBF database are to be accessed and used only in service of the IBF and for its defined purposes.
13. All internal communication should be managed with integrity, confidentiality and professionalism in line with the core values of the IBF.
14. The security and integrity of IBF platforms including Zoom, Facebook, Linked In, ibfnetwork.com Website, Electronic Voting, Newsletter, Mailchimp, Dropbox and the IBF Database are respected and upheld at all times according to the procedures of the relevant responsible officer.
15. The content of IBF reports, minutes, procedures and events should not be shared out with the originally included recipients without the express permission of the author or the Executive Team.
16. All official documents will be stored centrally in the IBF Executive Team Dropbox and shared as appropriate with the IBF Task Force and on the IBF website.

## Executive Team



### Executive Support Team

- Chair
- Communication officer
- NR co-ordinator
- ET coach & moderator
- Significant event analysis
- GIC council
- Workgroups officer
- Finance officer
- Membership, Database
- Data Protection officer
- IT officer
- Website
- Social Media
- Secretary

## Executive Team

1. Refine, execute and present the ongoing action plan of the organisation in accordance to the vision statement, by-laws and core values of the IBF.
2. Effective delegation within the ET, the Executive Support Team and the wider Task Force.
3. Facilitate and oversee the Task Force in their regular communication (regular zoom meetings, mid-year meeting, pre/post GIC meetings).
4. Maintain a professional and productive relationship with all future GIC organisers during the 36 month production process as detailed in the GIC Manual and Joint Venture Agreement.
5. Act as the “Director of Ceremony” during the GIC in creative collaboration with the GIC organiser.
6. Maintain the focus and supervise the Task Force in its roles and responsibilities.
7. Communicate with the Integrity Committee at least every 2 months and work closely with them in preparation for the AGM.
8. Public relations (public talks, interviews...)
9. Legal administration, representation and compliance of IBF, as required.
10. Approve new investments/expenses with the Finance officer using a transparent and documented procedure that aligns with the core values of the IBF.
11. Ensure that official documents (AGM report, Bylaws, GIC Organiser Manual, Task Force Manual, IBF Core Values and the GBPA Code of Ethics) are up to date and published/distributed via the appropriate channels (GIC & AGM, Website, Newsletter and Social Media).
12. Collate reports from Executive Team, IC, NRs, Ambassadors and Workgroups into the AGM Report and distribute this in advance of the AGM.
13. See IBF By-Laws for constitutional definition and Appendix for further guidance.

### Executive Team: Chair

1. Represent the IBF in its public facing duties in alignment with IBF core values.
2. Act as the convenor of all Executive Team meetings and activities.
3. Delegate and coordinate all Executive Team responsibilities appropriately.
4. Participate in all Executive Team meetings.
5. Prepare regular communications from the Executive Team to the IBF Task Force and IBF Members.
6. Acknowledge receipt of urgent communications to the Executive Team and respond to the sender with an indication of expected response date.
7. Delegate responsibility for such communications to the relevant Executive Team member and disseminate information as appropriate.

## Executive Team: Coach & Moderator

1. This role is created and recommended by the ET 2017-18 to integrate an experienced elder of the IBF community with coaching skills into the ET.
2. Represent the IBF in the inward facing duties of the Executive Team in alignment with IBF core values.
3. Act as facilitator for the Executive Team in team meetings and in the execution of their duties within the IBF.
4. Is recommended to be a representative of the IBF with at least 5 years standing and experience in various roles.
5. May be an ET or Executive Support Team role as delegated by the ET.
6. Free to participate in all Executive Team meetings and activities and when requested for a specific purpose.
7. Complete Significant Event Analysis summaries documenting the process and transparency of the Executive Team when discussing matters of conflict.
8. Communicate with the Integrity Committee when appropriate.

## Executive Team: GIC Council

1. In alignment with the GIC Joint Venture Agreement and The GIC Organiser Manual update 2018 the Executive Team will represent the IBF in its personal and professional relationship with the GIC organiser and the GIC.
2. The Executive Team hosts the GIC Council which is inclusive of the previous GIC organiser and all elected future GIC organisers at least 4 times each year.
3. The GIC council maintains regular contact with the future GIC organisers and offers administrative support and guidance throughout the creative process.
4. Specific responsibilities:
  - a. To ensure that the GIC is produced according to the GIC Organiser Manual.
  - b. To discuss GIC promotion, planning and communication at least quarterly.
  - c. To advise, discuss and review the GIC budget at least annually.
  - d. To agree areas of support to the GIC organiser and provide this support.
  - e. To distribute all recruitment/media via the communication officer.
  - f. To promote and share best practice, connection and collaboration between all future GIC organisers.
5. The Executive Team cannot financially profit from the proceeds of the GIC.



## Executive Team: Finance Officer

IBF accounts are maintained in Euro, with necessary exchange rate conversions applied.

The Finance Officer:

1. Leads and co-ordinates IBF financial planning and spending policies in collaboration with the Executive Team.
2. Keeps account of all IBF finances through :
  - a. Administration of the bank statements online.
  - b. Administration of the PayPal account.
  - c. Processing and compiling invoices for all IBF income and expenses.
3. Collates documentation to corroborate the IBF Financial Report:
  - g. IBF banking statements of account.
  - h. Signed IBF GIC Joint Venture Agreement
  - i. IBF Joint Venture Accounting Workbook completed by the GIC organiser.
  - j. Financial reports.
  - k. Mandatory submission of receipts and invoices for approved Task Force Officer expenses before reimbursement will be paid.
  - l. Signed Loan Agreement before any Loan would be provided.
  - m. Collation of Invoices for IBF expenses.
4. Organises the auditing of all accounts annually
5. Writes Annual Financial Report and discuss this with ET before submission to IC for review.
6. Records and monitor all IBF income and expenditure
7. Maintains contact with the financial institutions that IBF banks with.
8. Advises the GIC organiser on budgeting, financial planning and spending.
9. Oversee the Breathwork Development Fund by monitoring income from donations and recording all invoices and expenditure.
10. Support NR's with financial matters/questions.
11. Liaise with the Membership Officer to establish and maintain the current membership list in the IBF database and as a consequence on the IBF website.
12. Present the Financial Report at the AGM.
13. See IBF By-Laws for constitutional definition and Appendix for further guidance.

## Executive Team: Membership Officer

1. Serve the member or future member, manage enquiries, recruitment and nurture the membership in alignment with IBF core values.
2. Manage the membership and registration of all Task Force Officers according to the IBF By-laws.
3. Be familiar with the IBF online database in all the membership management areas including lists of members, mailing system, using templates etc.

The IBF Database includes all membership details since 2008, GIC attendance since 2007, people registering interest on the website, officers and roles since 2008. An interface was built to facilitate the management of the personal data of IBF members at: [www.database.ibfnetwork.com](http://www.database.ibfnetwork.com). In 2018 due to the GDPR Data Protection Act the IBF Data Protection Policy was put in place.

4. Act as the IBF Data Protection Officer according to the Privacy Policy outlined in the IBF By-laws and in alignment with the GDPR and Data Protection Act 2018.
5. Inform the NR of all members in their Country on an annual basis.
6. Ensure that all members are well defined on the online database and follow through any membership issue:
  - a. Ensure that new members and their data protection preferences are registered according to the GDPR Privacy Policy.
  - b. Send the new member welcome letter (automatic from the Database)
  - c. Inform the relevant NR of the new registration.
  - d. Clarify with the Financial Officer that registration is completed with payment.
7. Send out membership payment receipts.
8. Participate in discussion of proposals and decision process regarding the improvement of the benefits and attention to the membership.
9. Monitor the "automatic renewal procedure".
10. Inform the relevant NR directly if despite the 3 renewing messages, a member has not renewed.
11. Process enquiries from the website related to membership.
12. Be present on a membership table at the GIC for designated periods each day during the conference to sign up new members or renew membership and collect associated fees.
13. Update the database during the GIC and convey safely all income to the Finance Officer with a list of corresponding members and renewals.
14. Prepare the membership officer report in advance of the AGM.
15. Report to the ET and IC any concerns relating to conduct of IBF members in relation to IBF membership management.
16. See IBF By-Laws for constitutional definition and Appendix for further guidance.

## Executive Team: Communication Officer

1. Oversees all IBF communications in a consistent and professional manner regarding content, language and core values in each of the communication channels in alignment with the Task Force Manual Privacy Policy.
2. Ensures that only approved and appropriate communications are sent to the subscribed members on each mailing list.
3. Assist the ET to communicate and establish links to Breathwork communities for the purpose of the expansion of Breathwork and the IBF.
4. Oversees all routes of communication associated with the IBF:
  - a. IBF Facebook Page
  - b. GIC Facebook Page
  - c. Linked in
  - d. Website
  - e. Electronic Newsletters
  - f. Meet to Breathe
5. Reports any violation of the IBF Privacy Policy or Code of Honour to the IC.
6. Works with the relevant Executive Support Team members to create and edit content for social media in alignment with IBF core values and mission.
7. Ensure that personal business promotion is avoided while posting as IBF.
8. Oversees and distributes the electronic newsletter.
  - a. A newsletter is sent out to the membership when there is sufficient content available and as a minimum quarterly.
  - b. All contributions must be reviewed and approved by the Communication Officer.
  - c. Permission will always be obtained from an author before reproducing personal or intellectual property.
  - d. Books and articles are only included if of significant value to the IBF mission.
  - e. It is recommended that each newsletter should begin with a word from the Executive Team.
  - f. A newsletter including official reports (like AGM reports, GIC reports) should go only to members.
9. Support IBF affiliates (e.g. GIC, Meet to Breathe) in communication and promotion of IBF events.
10. Ensure that the website is up to date in all areas concerning the communication officer (videos, newsletters, GIC announcements).
11. Coordinate a team during GIC for adding news on Facebook every day, as well as making a summary of the main happenings at the GIC that will later be put together for GIC report.
12. Support and collaborate with our Visual Media person.
13. See IBF By-Laws for constitutional definition and Appendix for further guidance.

### Executive Team: NR Officer

1. Act as the main contact between the NRs and the ET.
2. Acts as the convenor for all National Representative meetings and activities.
3. Facilitating, inspiring and encouraging the NRs in their office.
4. Request and collate NR reports for the AGM.
5. Co-ordinate pre-conference NR meeting (afternoon before the opening ceremony)
6. Facilitate NR workshop/meeting immediately after election of new NRs to guide them to get started in their new role, to read the By-Laws and Task Force Manual.
7. Ensure that the elected NRs are identified and listed in the IBF Team Directory on the website.
8. Inform NRs who were not present at the GIC on their status after the AGM closes.

### Executive Team: Workgroups Officer

1. Represent the IBF in its personal and professional relationships with the elected IBF Workgroup Leaders in alignment with IBF core values.
2. Communicate regularly with the IBF Workgroup Leaders to understand and where possible facilitate the work of the group.
3. Promote communication and collaboration between the Workgroups where appropriate.
4. Promote the initiatives and outcomes of the Workgroups and communicate their impact to the IBF community and the world.
5. Enquire and innovate where necessary regarding the process and structures within which the Workgroups function in the IBF.
6. Present the Workgroups update to the Executive Team.
7. Support and advise any Workgroup member completing a Breathwork Development Fund application regarding a project and co-ordinate the Executive Team discussion of such applications at their monthly meeting.
8. Encouraging IBF initiatives to gather impact evidence and collating this for the IBF ECOSOC report.
9. The Workgroup Officer is a link and advocate for the Workgroups within the Executive Team. They defer to the Executive Team for all decisions regarding protocol, finance and integrity in order to preserve their working relationship with their assigned responsibilities.

## Executive Team: IT Officer

1. Coordinates and maintains the different technical platforms
  - a. Electronic voting system
  - b. Dropbox
  - c. Website
  - d. Mailing Database
  - e. IBF Database
2. Provides login and password for ibfnetwork.com email addresses for IBF Officers.
3. Provides access to the Zoom platform for approved IBF Officers.
4. Update of the different procedures and guidelines/manual for the use of the different platforms.
5. Works with and recruits Executive Support Team members with the skills, motivation and time to develop and maintain all IBF IT structures.
6. Video or YouTube channel coordination together with Communication Officer.

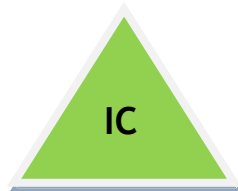
## Executive Team: Secretary

1. Document the proceedings and process of the IBF Executive Team in all of its meetings to ensure transparency and accountability in alignment with IBF core values.
2. Upload minutes from ET meetings into the IBF ET Dropbox account and distribute these minutes to the IC within 4 weeks of each meeting.
3. Support the Chair in exceptional circumstances with the documentation of minutes for additional meetings or forums which are considered to be of significant value to the IBF.
4. Support the ET in additional roles including scheduling meetings, documenting the delegation of roles and tasks throughout the year and taking on additional roles to support other ET members when required.

## **Executive Support Team**

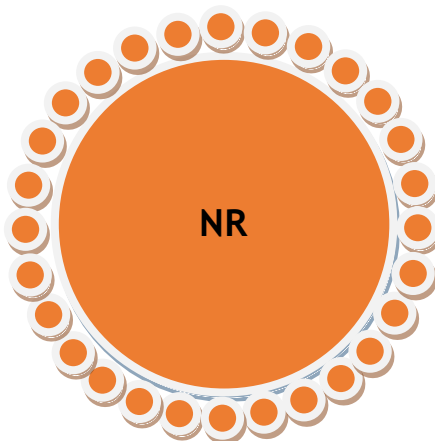
1. IBF members of more than 1 year's standing who volunteer specific areas of service to the IBF at the request of the ET.
2. The role is created to acknowledge and formalise the existing contributions of IBF members who do not hold an elected office within the Task Force (e.g. Newsletter).
3. Held to the standards in the Task Force Manual but are not elected officers.
4. Volunteer in response to arising needs for support in a specific area of expertise when advertised by the Executive Team.

## Integrity Committee



1. Advisory board for the Executive Team, offering support to the IBF Task Force
2. Complaints board for members - IC to propose a formal procedure for this.
3. Mediate conflicts occurring between IBF members throughout the year and during the GIC.
4. Evaluate and prioritise proposals for the AGM.
5. Is responsible for the AGM program (in conjunction with the Executive Team), presenting the proposals to the audience, establishing the AGM team and supervising the AGM minutes
6. Supervise GIC and AGM reports in coordination with the Executive Team
7. Review and approve any minor changes to the By-Laws
8. Review and approve the Financial Report
9. See IBF By-Laws for constitutional definition and Appendix for further guidance.

## National Representatives



The NR accepts a role of leadership and representation of IBF in their country. They keep in mind and in heart the honour they have received to serve the spirit of IBF, its purpose and its values as well as the spirit of Breathwork.

NRs act as the interface between the IBF and its members, trainers, non-affiliated Breathwork Practitioners and other Breathwork organisations within each country.

Their role is to help expand Breathwork, encourage people to join and support IBF by becoming members and join the various IBF events, mainly the Global Inspiration Conference and to organise and/or promote events in their country.

They are an active part of the IBF Task Force and are essential in making IBF growing and alive during the whole year. By being active and present through the various communication tools, they are an important support for the Executive Team, bringing energy, enthusiasm, ease and efficacy to their task.

Remember that IBF is growing with the contribution of all its members. So any proposals and initiative are always welcome.

Being a NR like any role in the IBF Task Force is an opportunity to grow personally as well as professionally. Each NR is responsible for their path and seeking help and support if needed.

Being a NR is often the foundation for taking on other roles and responsibilities in the future within IBF... be open to it.

Main documents to read and understand:

1. IBF By-laws
2. IBF Task Force Manual
3. Appendix 7: NR Guidance on Membership Matters.
4. IBF GIC Manual

## Minimum Requirements of a NR:

1. NRs must have been a member of the IBF for at least one year and have attended at least one GIC.
2. Have completed a professional Breathwork training.
3. IBF National Representatives are active Breathwork Practitioners or Breathwork apprentices who are trained in a Breathwork modality.
4. The Executive Team is entitled to propose exceptions to the minimum requirements to become a new NR.

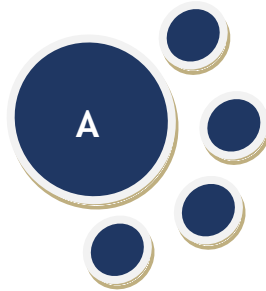
## NR Responsibilities:

Attend to IBF business at a National level:

1. Maintain contact with existing members and encourage renewal process.
2. Network with other Breathwork Organisations in their country.
3. Attract new individual and Organisation memberships.
4. Organise the translation of IBF written material if necessary.
5. Promote IBF guidelines for Breathwork.
6. Promote GIC participation and other IBF events.
7. Support GIC participants and the GIC-IBF Organisation and business during the GIC.
8. Stay in regular contact with the Executive Team and network with other NRs.
9. Participate in forums, newsletter production and website posting of events, articles, etc.
10. Attend the GIC or send a delegate in their name and:
  - a. Attend the pre-GIC meeting of the NR team
  - b. Attend any workshops/meetings for NR team during the conference and any post-conference meeting
  - c. Are recommended to attend AGM.
  - d. Submit a written annual report before the GIC to the ET. The written reports will be displayed in a designated area at the GIC.
11. NRs are free to organise and/or delegate their work for IBF as they deem necessary. It is recommended to set up a small local team and divide the tasks/promotion work.
12. NRs are encouraged to propose a replacement if they resign from their position.
13. The NR can check the members' list at all time looking at the directory of their country in the website. Please support the members who are not comfortable with updating their data on the website themselves, especially adding photos. Login info can be asked to the Membership Officer.
14. Participate in the Monthly Zoom calls meeting and updates the IBF Task Force about their actions.
15. Can provide articles and video to the communication officer to be added on the website, Facebook page, YouTube channel and newsletter.



## Ambassadors



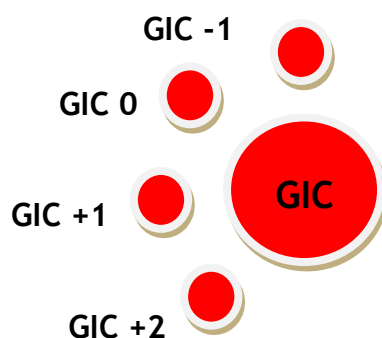
The role of ambassador was is officially created within the IBF at GIC 2017.

1. Ambassadors are engaged by the IBF to represent the IBF worldwide.
2. They have an active professional role in Breathwork (e.g. breath trainers) and a significant active history within the IBF (e.g. having served on the Admin team).
3. The role offers no specific benefits or financial incentives.
4. Ambassadors are self-selected but require approval by the Integrity Committee prior to being elected at the AGM. The IC has the authority to engage Ambassadors who do not fit the stated requirements.

### Ambassador Role

1. Within the IBF to be available as a mentoring team who can provide an atmosphere of support and encouragement to all other Task Force officers as needed.
2. At the GIC Ambassadors are an identifiable group of people (e.g. badge/ribbon) who first-timers can approach for support and to discover the roots of the IBF.
3. Ambassadors represent the spirit of the IBF worldwide through their active role in Breathwork.

## GIC Organisers and the GIC Council



1. In alignment with the GIC Joint Venture Agreement and The GIC Organiser Manual update 2018 the GIC organiser will enter a collaborative relationship with the ET throughout the production of their event.
2. The GIC Organiser joins the GIC Council which is inclusive of the previous GIC organiser (GIC-1) and all elected future GIC organisers and meets at least 4 times each year with the following proposed schedule:
  - a. GIC+2: Financial Meeting, confirm venue and legal arrangements.
  - b. GIC+1: 2 Financial Meetings to discuss budget and troubleshoot concerns, prepare registration, website and publicity for launch.
  - c. GIC 0: Meetings at least every 2 months to finalise budget and organisation, track reservations, troubleshoot. 6 months in advance of GIC begin to envision and attune to conference agenda and spirit.
3. The GIC council maintains regular contact between the future GIC organisers and the ET, offering administrative support and guidance throughout the creative process.
4. Specific responsibilities:
  - a. To ensure that the GIC is produced according to the GIC Organiser Manual.
  - b. To discuss GIC promotion, planning and communication at least quarterly.
  - c. To present and discuss the GIC budget at least annually.
  - d. To request support from the ET when needed.
  - e. To prepare all recruitment/media to share via the communication officer.
  - f. To promote and share best practice, connection and collaboration between all future GIC organisers.
5. The IBF has a GIC Manual that fully details the guidelines for the production of the Global Inspiration Conference. This manual is updated annually according to AGM decisions and is available for all members on the IBF website.
6. In order for a GIC to be organised and run smoothly according to the spirit of the IBF, a potential GIC organiser should have been a member of IBF for at least two years and have attended one full GIC prior to proposing their country as a host country. If the Executive Team think it necessary they may waive this rule.

## Workgroup Leaders



1. The Workgroups are IBF AGM networking initiatives that represent areas of specific interest for the application of Breathwork.
2. A new Workgroup is nominated at the AGM to connect members with a mutual interest in a particular area (e.g. Conscious Breath in Schools, Science and Research, UN).
3. A Workgroup Leader will be nominated by the Workgroup and formally elected by the AGM to oversee the activities of each Workgroup.
4. Workgroup Leaders are elected and re-confirmed annually during the AGM.
5. The mandate for each Workgroup is defined by that group in alignment with the IBF core values and is expected to evolve over time.
6. The IBF supports these groups to communicate using the Zoom platform throughout the business year and encourages them to identify, promote and even create initiatives that promote Breathwork in their particular field of interest.
7. The IBF provides a clear Task Force Code of Honour which these groups are expected to uphold.
8. The IBF encourages the Workgroups to communicate with the community about the outcomes and impact of their work.
9. Workgroup initiatives often result in concrete projects and actions.
10. IBF supports and encourages these projects in the form of financial sponsorship allocated from the Breathwork Development Fund.
11. IBF encourages all sponsored projects to collect impact data from their interventions and to feed back to the community about the work that they have undertaken in service of the core value to promote Breathwork worldwide.
12. IBF promotes all sponsored projects within its network and website.
13. All individuals are personally and professionally responsible for their own actions while undertaking a Project for an IBF Workgroup. IBF does not provide certificates or ratify qualifications within its current structure.

## Minimum Requirements of a Workgroup Leader:

1. Has been a member of IBF for at least 2 years and participated in the Workgroup for at least 1 year prior to election (unless it is a new initiative).
2. Have completed a professional Breathwork training.
3. IBF Workgroup Leaders are active Breathwork Practitioners or Breathwork apprentices who are trained in a Breathwork modality.
4. The Executive Team is entitled to propose exceptions to the minimum requirements to become a Workgroup Leader.

## Workgroup Leader Responsibilities:

1. Represents the IBF in all activities within their Workgroup mandate.
2. Recruits and facilitates all members within the Workgroup.
3. Organises regular meetings and discussion forums for their Workgroup.
4. Maintains minutes for all meetings for the Workgroup.
5. Submits summary reports of activities of the Workgroup to the Executive Team who are available to support the Workgroup in its activities and Projects.
6. Collaborates with the ET and other Workgroups.
7. Prepare informal communications to the membership at least once each year to maintain visibility and flow for the Workgroup. This should be submitted to the ET Communication Officer for publication.
8. Promote their Workgroup through creative use of the IBF Workgroup webpages in collaboration with the ET Communication Officer.
9. Prepare the formal report of Workgroup activities 6 weeks in advance of the AGM.

## Workgroup Outlines:

Within the IBF, there are currently 3 Workgroups:

- IBF UN
- IBF Conscious Breathing in The Classroom
- IBF Science & Research

See IBF By-Laws for constitutional definition.

See Appendix 8-10 for a summary of these Workgroups.

## APPENDIX

### 1. Instructions for Task Force Business Cards:

IBF provides a standard business card to all Task Force Officers which provides details of the organisation, website and how to make donations. Each officer has a personal profile on the website where personal contact details can be published.

Personalised IBF business cards can be made available and ordered if there is a specific need. IBF business cards can be paid by the IBF after pre-approval from the Executive Team. It is sufficient to send a request to the Executive Team by email.

As the IBF does not give any accreditation for professionals and as the IBF is a member organisation with no paid staff, only voted roles can be put on the IBF Business Cards.

E.g. Breathing Better  
IBF UN Workgroup Leader

If the holder of the Business Card has a professional qualification then they may also apply the term Breathwork Practitioner and/or Trainer with the explicit pre-approval of the Executive Team.

### 2. Executive Team Roles & Responsibilities: Calendar

#### After GIC:

1. Meet with old ET to arrange handover of all relevant documentation, information and advice.
2. Collaborate with the preceding ET before resigning their office to:
  - a. Complete the membership database and financial report for the GIC.
  - b. Complete the AGM Report and share this with the community.
  - c. Update the By-Laws, GIC Manual and Task Force Manual according to the AGM voted decisions and share these with the IC for approval prior to publication.
3. Meet as the new ET to attune, review Task Force Manual, delegate roles and responsibilities and plan the first ET meeting.
4. Close with GIC organising team: to complete transcripts of workshops & presenters, review feedback forms, review accounts and discuss any pending issues.
5. Prepare Chair's statement for the post GIC newsletter
6. Create the dynamic for regular ET and Task Force meetings.
7. Collate a complete list of Task Force Officers and pass to the website officer to ensure they have email addresses and profiles as appropriate.
8. Complete the Joint Venture Agreement with the upcoming GIC organisers.

**1st March: Start of Financial Year.** Financial Officer prepares Annual Report.

**11<sup>th</sup> April: World Breathing Day.**

**30th April:** Review the Annual Financial Report with the ET and send to the IC.

### **Before GIC (minimum 4 weeks):**

1. Send out request for proposals and submit these to the IC.
2. Proposals posted on the Website and communicated to the membership.
3. Close communication with the GIC organiser.
4. Collect NR, Ambassadors, Workgroup and IC Reports.
5. Prepare the Executive Team report including Finance, Membership and Breathwork Development Fund Reports.
6. Publish the reports on the website and in the newsletter.

### **Before GIC (Day -1 and Day 0):**

1. Help the IC in coordinating the AGM
2. Be in close contact with GIC organiser and the Task Force.
3. Make sure the team is attuned, relaxed and focused.
4. ET meeting the day before the opening ceremony.
5. Meet with GIC organiser for ultimate details.
6. Convene the IC and NR meetings the day of the opening ceremony.
7. Delegate certain tasks to NRs and Ambassadors.

### **During GIC:**

1. Sustain the overall group energy.
2. Lead or co-lead Day 1 Community Breathe.
3. Lead the presentation of workshops and attunement facilitators.
4. Present oral summary of the Annual Executive Team Report.
5. Ensure flowing agenda of AGM and GIC in general.
6. Ensure with rest of the team that tasks are fulfilled appropriately (Media, Facebook reporting, translation needs, etc.)
7. Intend to have breakfast with ET each morning.
8. Meet at 8:45 for connection and attunement with the Task Force.

### 3. Finance Officer Roles & Responsibilities: Calendar

**1st - 28th Feb:** Finalise all transactions for current financial year.

**1st March: Start of new IBF Financial Year**

1. Establish end of year balances for all accounts
2. Establish exchange rate on the day (<http://www.xe.com/ucc/>)

**1st - 31st of March:**

1. Produce the Financial Reports and send it to ET for review.
2. When the Financial Report is finalised send it to IC for audit.

**Before GIC:** Keep track of specific agreements between IBF and the GIC.

**During GIC:**

1. Participate with the Executive Team in a share of all responsibilities.
2. Present oral summary of Annual Financial Report.
3. Make printed version of the report available for display.
4. Liaise with the membership officer regarding membership fees (cash).
5. Participate in all AGM meetings and keep note of any voting re finance.
6. Settle all accounts with Executive Team, GIC and the Task Force.

**After GIC:**

1. Bring membership list up to date on website in collaboration with the Membership Officer.
2. Deposit any funds received from membership payments and donations to the Breathwork Development Fund and maintain accurate accounts.
3. Finalise accounts with the GIC organiser.

## 4. Membership Officer Roles & Responsibilities: Calendar

### **After GIC:**

1. Check that all the new members are registered on the website
2. Co-ordinate with the Finance Officer to establish list of current members

### **Once a month:**

1. Produce the membership statistics and share these with the ET.
2. Review all pending cases of members that needed to be solved.

### **1st March:**

1. Produce a table of membership by country to be included in the Membership Report.

### **Before GIC:**

1. Update the Membership Officer Report and send it to ET for the AGM.
2. Be prepared to register new members and renew existing members during the GIC.

### **During GIC:**

1. Encourage all members to renew and GIC attendees to join IBF.
2. Present orally summary of Annual Membership Officer Report.
3. Make printed version of the whole Report available for display.
4. Participate in all AGM meetings and keep note of any voting regarding the membership.
5. Liaise with Finance Officer regarding membership fees.

### **Before leaving venue:**

1. Work with Finance Officer to finalise money transactions and exchange information of renewals and new memberships.
2. If possible, have the IBF database updated with new members and renewals.
3. Attend NR meeting and ET meeting to create vision and action plan for the next year.

### **After GIC:**

1. Bring all the documents and the website members list up-to-date.
2. Update the IBF Task Force Membership details and profiles on the database.



## 5. Communication Officer Roles & Responsibilities: Calendar

### Key dates during the year: (for newsletters and Social Network)

1. Post GIC: Send GIC Report and Introduce the Task Force to the members.
2. Post GIC: Send AGM Report, updated By-Laws to the members and upload to the website.
3. 11/11 - we support the DoAsOne initiative: One day.
4. Festive Greetings and Happy New Year in social media.
5. 22 of January - International Breathing day : very important as it is an initiative from IBF : encourage and publish locals events
6. Pre-GIC: Inspiring and raising awareness.

### Before GIC:

1. Create the Communications Officer's Report

### During GIC:

1. Daily briefing with the visual media person.
2. Arrange for a daily summary to put on the Facebook Page.
3. Present the Communications Officer report
4. Make a printed version of the full report available for display
5. Participate in all AGM meetings

### Before leaving venue:

1. Attend NR meeting and ET meeting to create the action plan for next year.
2. If applicable, pass on all documentation to next Communications Officer, login and password information for the IBF database.

## 6. Integrity Committee Roles and Responsibilities: Calendar

### **After GIC:**

1. Provide final minutes of the AGM to the Executive Team within 1 month.
2. Approve the AGM report and updated By-Laws when provided.

**March 1st:** End of financial year.

**30th April:** Review the Annual Financial Report.

### **Before GIC (minimum 4 weeks):**

1. Approve minor changes proposed by the Executive Team for IBF documents.
2. Collect proposals for the AGM.

### **Before GIC (Day -1 and Day 0):**

1. Prepare agenda and document with proposals for the AGM.
2. Attend pre-conference meeting with the Executive Team (morning of Day 1).

### **During GIC:**

1. Present their report to the AGM.
2. Chair (or appoint a chair) for the AGM, supervise minutes and new proposals.
3. Attend any mediation needed.

**7. National Representative Guidance: Membership Matters**

**New member registration**

1. New members are encouraged to register using the registration form on the website.
2. They can choose Regular, Professional, Organisational registration and explore these options and benefits on the website.
3. For Organisational Registration the Organisation is listed on the website and one representative of the organisation can be added as an individual member.
4. They automatically receive a welcome letter with login and password as well as a receipt to acknowledge payment.
5. By logging in to the website they can update their profile, add a picture and adjust their privacy and communication preferences.
6. In the directory the member appears only after completion of registration and payment.
7. NRs are encouraged to send each new member a personal welcome note.

**Membership Fees Payment**

1. New members can choose their form of payment during the registration process.
2. Payment methods are described fully on the website.
3. Direct payment into the IBF PayPal account through the IBF website is preferred.
4. Alternatively BACS transfer can be arranged to the IBF bank account as detailed below and on the IBF website.

Name of the account:	I.B.F. (International Breathwork Foundation)
Bank's name:	ABN - AMRO Bank
Address:	Bredinsweg 12 Postbus 70 1400 AB Bussum Holland
Account number	58.52.27.012
SWIFT code:	ABNANL2A
IBAN	NL4 ABNA 0585 2270 12

5. A receipt is sent automatically to the member following payment.
6. If anyone wants a more specific INVOICE this can be requested from the IBF Membership Officer who will send an electronic invoice.

**Membership renewal**

1. Automated renewal messages are sent 2 weeks before the membership expiry date, on the exact date and again two weeks after the expiry if the member has not yet renewed.
2. The renewal date will be the same as the date of each member's first registration date in all subsequent years.
3. When a member does not wish to renew the NR is encouraged to obtain feedback in order to support IBF to improve its service to the membership.

**How to attract new members**

1. Promote the International Breathing Day
2. Promote the GIC
3. Organise and lead a monthly Breathing Circle
4. Be present in your Breathwork community
5. Get clear on why to be a member of IBF
6. Write something monthly in our Facebook page and group
7. And any other great idea that the NR might have.

## 8. Overview: IBF UN Workgroup

### **Mandate:**

The IBF UN Workgroup is responsible for collating concrete examples of IBF promotion of Conscious Breathing - pursuant to the 2030 Sustainable Development Goals of the United Nations - and submitting a quadrennial report (every 4 years) to the ECOSOC in order to maintain IBF Consultative Status.

### **Background:**

During the July 2013 AGM, the IBF UN Workgroup was formed with the goal of applying for Consultative Status with the Economic and Social Council of the United Nations (ECOSOC) in order to promote Conscious Breathing in the wider world. Following 12 months of research, deliberation and formulation, the application was submitted and the IBF was granted Consultative Status in July 2016. ECOSOC status is renewable every 4 years subject to evidence of concrete contribution to the UN 2030 Sustainable Development Goals.

The mandate of the IBF UN group is now to manage our consultative status. This means:

1. Nurture our relationship with the ECOSOC.
2. Look for opportunities to contribute directly to relevant UN meetings.
3. Manage within the IBF the participation to these meetings.
4. Contribute directly to relevant UN events by IBF UN team representation.
5. Facilitate development within the IBF of Conscious Breathing projects (Refugees, Burnout etc.)
6. Establish framework and protocol for management of CB projects within the IBF
7. Develop strategies for dissemination of CB projects through ECOSOC representatives.
8. Promote the collection of evidence of the impact of Conscious Breathing initiatives sponsored by the Breathwork Development Fund and collate this evidence for the ECOSOC report.
9. Prepare the IBF quadrennial report to present to the ECOSOC and review this with the ET prior to submission.
10. Consolidate and expand IBF Refugees project (first concrete IBF UN initiative fulfilling ECOSOC mandate).

### **Prerequisites for all IBF Representatives at the ECOSOC:**

1. Be an IBF member.
2. Attend GIC or nominate a representative.
3. Acknowledge the value of a diversity of Breathwork approaches.
4. Have a good working knowledge of the IBF Constitution and By Laws.
5. Be willing to take part in regular on-line meetings and take an active part in some of the IBF UN projects during the year.
6. Be willing to represent the IBF in the UN meetings.
7. Be informed about what Special Consultative Status with ECOSOC means, about the purpose of the IBF within the ECOSOC and about the various sub-projects of the IBF within its ECOSOC status.
8. Be familiar with the UN 2030 goals.

9. Have a clear understanding of the difference between Conscious Breathing and Breathwork and ability to explain this consistently when interacting with UN representatives and other NGOs.
10. Respect the UN imperatives regarding terminology, logo and images.
11. Be an ambassador for the IBF vision, values and mission, representing Conscious Breathing in general (beyond a specific approach).
12. Be available for attending UN meetings at your own expense (IBF may participate in expenses, but there is no guarantee).
13. Personal skills:
  - a. Career experience as a Breathwork Practitioner.
  - b. Good level of spoken and written English with the capacity to listen and adapt with diplomacy to other languages and cultural contexts (general public, government, NGOs, etc.).
  - c. Consistent demonstration of leadership and delegation skills.
  - d. Emotional balance, reliability and accountability.
  - e. Pro-active attitude.
  - f. Aptitude for presenting both the overview and concrete program of an IBF sponsored event (e.g. delivering a training within a government department or NGO).

### **Job Descriptions of IBF Representatives at ECOSOC:**

1. IBF Chief Executive Officer at ECOSOC = Designated member of Executive Team.
  - a. Ensures coordination between ET and the IBF UN Workgroup.
  - b. Satisfies the “Prerequisites for IBF Representatives at the ECOSOC”.
  - c. Represents IBF at ECOSOC meetings if and when required.
2. IBF Chief Administrative Officer at ECOSOC = IBF UN Workgroup Leader
  - a. Has been an IBF elected officer for more than 2 years and has at least 1 year experience participating in the IBF UN Workgroup meetings.
  - b. Satisfies the “Prerequisites for IBF Representatives at the ECOSOC”.
  - c. Represents IBF at ECOSOC meetings if and when required.
  - d. Coordinates and chairs the IBF UN Workgroup meetings.
  - e. Keeps the ET and the IBF membership up-to-date on IBF UN activities.
  - f. Is responsible for all publications regarding IBF UN Projects and initiatives in collaboration with the ET.
  - g. Is the interface between the ECOSOC and the IBF.
  - h. Maintains the IBF record on the ECOSOC website.
  - i. Is responsible for the production of the 4-yearly report to the ECOSOC.
  - j. Approves, manages and supports the IBF representatives at the ECOSOC.
  - k. Organises annual and temporary passes for the IBF representatives at the ECOSOC.
3. IBF Representative at ECOSOC = IBF member nominated to represent IBF at ECOSOC meetings.
  - a. Satisfies the “Prerequisites for IBF Representatives at the ECOSOC”.
  - b. Represents IBF at ECOSOC meetings if and when required.

## **9. Overview: Conscious Breathing in the Classroom**

### **Mandate:**

The Breathing Classroom Workgroup was originally created at GIC India in 2013 with the name Conscious Breath in Schools. It was given the mandate to research and explore the most effective and accessible ways to bring conscious breath to children: particularly schoolchildren of all ages. Many years of work resulted in the "Conscious Breathing in the Classroom" program which is a quick and easy training for school teachers and conscious breath practitioners to bring a conscious breathing program into schools in countries around the world. This Workgroup administers all aspects of this program and its online presence.

### **Prerequisites for participation:**

The qualifications of members are recommended by not limited to:

1. Excellent communication skills (including writing)
2. A background or deep passion for conscious breathing and working with children and school teachers.
3. IT and social media experience including data collation.
4. Skills are not limited to this and are according to the ongoing and shifting needs of the Workgroup.

## **10. Overview: IBF Science and Research Group**

### **Mandate:**

The group was created at GIC 2016 South Africa and aims to meet an increasing need to provide scientific evidence for Breathwork in the areas of:

1. Understanding and describing the physiology involved during Breathwork.
2. Categorisation of Breathwork techniques.
3. Collating research already published on the benefits of Breathwork.
4. Looking to best communicate this information to IBF members and wider.
5. Supporting novel research by the Group and IBF members.
6. Recommending safety guidelines and adaptations for certain medical conditions.

### **Initiatives and Projects:**

1. Published 'Breathing - Aligning Mechanics with Chemistry' by Dr Peter Litchfield (in June 2017 IBF Newsletter).
2. Undertook research entitled 'The Scope of Breathwork' at GIC 2017.
3. Conducted a pilot 'Breathing Physiology' study at GIC 2017.
4. Work in progress:
  - a. Develop accessible database of Existing Breathwork Research.
  - b. A Classification of Breathwork Techniques entitled "The ART of Breathwork".
  - c. Production of peer reviewed articles and educational materials aimed at the IBF community.
  - d. Serving the community with a dynamic communication strategy.

### **Prerequisites for participation:**

1. An interest in the science of Breathwork and willingness to participate.
2. SciReG values the perspective that diversity of its members can bring.
3. It is helpful to have experience of research and critical appraisal of articles.