

VOLUNTEER GUIDEBOOK FOR SERVING ICMCI VOLUNTEERS

APPENDIX 1 of Procedures Manual for ICMCI Volunteer Nominations

Volunteer Guidebook for IMC USA Members serving on ICMCI Committees	Issue Date / Version: 2018-03-22
Compiled / Reviewed By: Lead Delegate / Governance Committee	Effective Date:

ROLES, RESPONSIBILITIES, CONDUCT, ELIGIBILITY, RIGHTS, OBLIGATIONS

IMC USA Member Serving on ICMCI Committees/Taskforces

Preamble

IMC USA’s strategic intent is to support our Institute’s participation, representation and reputation within ICMCI. IMC USA leadership supports members’ participation on ICMCI committees and taskforces by communicating about opportunities to serve and providing guidance about the roles and responsibilities of volunteers. Most volunteer opportunities are available to any IMC USA member in good standing.

Your Role

You should serve as ambassador for IMC USA’s vested interests while implementing the tactical objectives of your respective ICMCI committees/taskforces. In fulfilling your role, IMC USA expects you to actively participate and attentively communicate IMC USA positions and interests.

Your primary role on ICMCI committees/taskforces is to support the activity of a specific committee, not to advocate for or represent IMC USA. Invariably, other committee/taskforce members and ICMCI leadership may interpret your actions and opinions as representing the opinions of IMC USA’s leadership. Consequently, you should, when appropriate, clarify your role in stating your opinions as your own, and not the opinions of IMC USA’s Board of Directors.

Your Responsibilities

Your primary responsibility as an Ambassador is to **protect and promote the image, reputation and interests of IMC USA** while contributing your knowledge, experience and talent to achieve the goals of ICMCI committees/taskforces.

Other responsibilities include:

- collaborating closely with and reporting directly to IMC USA’s Lead ICMCI Delegate;
- adhering to IMC USA’s values;
- exercising prudence in your representation;
- protecting our vested interests; and
- safeguarding our Institute’s founding legacy.

Your Conduct & Tasks

You are expected to positively reflect, through your volunteering actions, the image and reputation of IMC USA. Specifically, you are expected to practice the following behaviors, while serving on ICMCI committees/taskforces:

- Be conscientious of your commitment to your assigned role and your fellow volunteers.
- Be respectful and considerate when interacting with other volunteers and staff.
- Be positive, constructive and respectful in all your communications (verbal and written).
- Be engaged by attending, whenever possible, ICMCI Annual and/or Hub Meetings.
- Provide quarterly, or more often if appropriate, reporting activity and communicate issues (by phone, email or skype) to Lead ICMCI Delegate for inclusion in IMC USA Board Book.
- Proactively alert IMC USA Leadership on issues that may affect our Institute’s vested interests.
- Collaborate with Lead ICMCI Delegate to safeguard and protect IMC USA image, reputation and interests.

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- Notify IMC USA’s Lead ICMCI Delegate immediately in cases of an actual or perceived personal or professional conflict of interest.
- Communicate and resolve any issues or concerns to the IMC USA Lead ICMCI Delegate that are likely to affect your volunteer duties.
- Notify the IMC USA Lead ICMCI Delegate promptly if you are unable to fulfill your volunteer commitments.
- Keep sensitive IMC USA organizational information confidential.
- Follow all relevant IMC USA policies and procedures.

IMC USA Rights & Obligations

IMC USA will support its members serving on ICMCI committees/taskforces, facilitate communication between the IMC USA Lead Delegate and serving volunteers, act on nominations in a timely manner, and promptly notify ICMCI regarding any changes in volunteer assignments.

IMC USA reserves the right to dismiss any volunteer who fails to adhere to the role and responsibilities defined herein or whose actions are unprofessional, unethical or negatively impact IMC USA.

Volunteer Eligibility, Rights & Obligations

Any IMC USA member-in-good-standing is eligible to serve on any ICMCI committee or taskforce: such as Quality Assurance, Professional Standards, Marketing & Communications, International Conference & Events, CMC Firm, CMC Firm QAC, Constantinus Award, Academic Fellows Panel and CMC Global Institute. Members of the IMC USA National Board and members who have specific skill sets and highly relevant experience will have preference for service on “mission critical” committees such as the ICMCI Finance, Nominations & Succession Planning, Revenue Generation and Membership or future ICMCI Committees such as Governance and Audit.

The IMC USA Lead Delegate to ICMCI shall serve as the liaison for volunteers serving on ICMCI committee/taskforces. Volunteers shall communicate with the Lead Delegate by phone, or email on a quarterly basis or more often, should the volunteer have a conflict of interest, require insight about the opinions of IMC USA’s leadership or receive information that may affect IMC USA.

Serving volunteers shall advise ICMCI and the IMC USA Lead Delegate to ICMCI if they become unable to fulfill their commitment to serve and/or desire that IMC USA solicit their successor for that committee/taskforce role.

Terms of Serving

Any IMC USA member may nominate themselves or another IMC USA member, by submitting a request directly by email to the Lead ICMCI Delegate or the Chair of IMC USA or the Executive Director of IMC USA.

Volunteers shall confirm their commitment to the expectations defined in this document by completing the Affirmation Form during the nomination process. Additionally, nominated and serving volunteers shall reconfirm in writing their commitment on an annual basis, by co-signing the Affirmation Form with the Lead Delegate and reaffirming their commitment to the volunteer guidelines set herein.

The IMC USA Lead Delegate to ICMCI shall interview the candidate volunteer and submit a recommendation to the IMC USA Board of Directors. The Executive Committee (monthly meetings) or the Board of Directors (quarterly meetings) shall act on the recommendation from the IMC USA Lead Delegate to ICMCI; candidates may appeal the decision at the next quarterly meeting of the Board of Directors.

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Each volunteer applicant has the right to appeal the decision of the IMC USA Lead ICMCI Delegate to the IMC USA Board of Directors at their next quarterly meeting.

Your Affirmation

As an IMC USA Member in good-standing applying to serve or already serving on an ICMCI Committee/Taskforce, IMC USA BOD requires that you complete the attached Affirmation Form that confirms your understanding of and commitment to fulfill your role and responsibilities.

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