

Volunteer Guidelines

Committees, Councils and Task Forces

Who Can Volunteer?

In most cases, committees, councils, and task forces are composed of owners or employees of IEC member companies in good standing. Chapter staff are also permitted to serve as volunteers. Exceptions include, The Chapter Executive Director Council is composed exclusively of IEC Chapter Executive Directors. And, the President's Advisory Council may include key stakeholders selected by the National President.

Committee meetings held during conferences and events are open to all IEC members unless specifically designated as *closed* to address sensitive or confidential matters. Only committee members in good standing may vote during meetings.

Structure

Each committee, council, and task force will have a designated Chair. The Chapter Executive Director Council will also include a Vice Chair and Secretary. In addition, at least one IEC staff person will serve as the staff liaison, and one IEC National Board member will serve as the board liaison.

Staff liaisons are responsible for capturing and maintaining meeting minutes, coordinating the development of agendas with the Chair, distributing and collecting materials, and providing other leadership or administrative support as needed.

Appointments

Each year, a *Call for Volunteers* is issued to IEC members. The National President appoints chairs and members to committees and task forces during their term of service, which aligns with the calendar year of their presidency. The President may also recruit additional qualified individuals as needed.

In selecting volunteers, the President aims to ensure diversity in business type and size, geographic representation, gender, ethnicity, and other relevant factors.

For the Chapter Executive Director Council, the Council will recommend a candidate to the National President for Chair appointment.

Terms

Member Terms for Committees and Task Forces:

- Terms are for one calendar year, beginning in January and ending in December.
- Committee Chairs may serve renewable one-year terms.
- Consecutive terms are permitted, with formal reappointment required each year by the IEC President serving during that term.

To maximize the expertise within IEC's broad membership, the President will make appointments that encourage a healthy balance of continuity and turnover while ensuring the group's subject matter needs are met.

To minimize scheduling conflicts and expand participation opportunities, individuals are generally limited to serving on no more than two committees at the same time.

Governance

The IEC Bylaws and Manual of Procedures govern all volunteer roles and take precedence over these guidelines. For more information, refer to these documents at ieci.org/about/governance-docs.