

Volunteer Guidelines Committees, Councils and Task Forces

Who Can Serve?

IEC National committees, councils, and task forces bring together volunteers from across the IEC network to contribute their expertise and help advance the organization's priorities. In general, **IEC contractor members, employees of IEC member companies, and IEC chapter staff are eligible to serve**, subject to the requirements and composition of the individual committee, council, or task force.

Some groups have specific eligibility or composition requirements established by the IEC Bylaws, Manual of Procedures (MOP), committee bylaws, or other governing documents. For example, the Chapter Executive Director Council is composed of IEC Chapter Executive Directors.

Committee meetings held during IEC conferences and events are generally open to IEC members unless specifically designated as closed to address confidential or sensitive matters. Only appointed members of the committee or group may vote.

Structure

Committees, councils, and task forces have a designated Chair and, where applicable, a Vice Chair or other officers as established by IEC's governing documents or the needs of the group. An IEC National staff member serves as staff liaison to support the work of the group. A National Board liaison may also be assigned as appropriate.

Staff liaisons partner with volunteer leadership to guide and operationalize the work of the committee, ensuring priorities align with IEC's strategic direction and can be effectively executed. Staff provide organizational context and expertise, help shape agendas and recommendations, translate committee direction into actionable plans, coordinate execution and follow-through, and maintain appropriate records and documentation.

Appointments

Each year, IEC issues a **Call for Volunteers** to identify members and chapter staff interested in serving at the National level.

Appointments are made in accordance with the IEC Bylaws, Manual of Procedures, and any governing requirements specific to the committee, council, or task force. The IEC President may

also recruit qualified individuals to ensure groups have the experience and expertise needed to fulfill their purpose.

Appointments seek a balance of continuity and new perspectives and broad representation across IEC, including geography, contractor size and type, professional experience, and other relevant perspectives.

Terms

Unless otherwise established by IEC's governing documents or the requirements of a specific group:

- Terms are for one calendar year, beginning in January and ending in December.
- Chairs and members may serve consecutive terms.
- Reappointment is required for each new term.
- Appointments seek to balance continuity, new participation, and the subject-matter expertise needed by the group.
- Individuals are generally limited to serving on no more than two committees at the same time to encourage broader participation and minimize scheduling conflicts.

Governance

The IEC Bylaws, Manual of Procedures, applicable committee bylaws, and other governing policies govern IEC volunteer bodies and take precedence over these guidelines.

Where the structure, eligibility, appointment process, terms, or authority of a specific committee, council, or task force differs from these general guidelines, the applicable governing document controls.

For additional information, refer to IEC's Governance Documents at ieci.org/about/governance-docs.

Volunteer Leader Agreement and Commitment to Serve

Each appointed member of an IEC committee, council, or task force is required annually to complete the applicable annual volunteer agreement affirming their understanding of the role and commitment to IEC's standards of professionalism, ethical conduct, confidentiality, conflicts of interest, and stewardship.