AMSN Guidelines for Serving on Multiple Volunteer Units

Purpose
Volunteer work is critical to the success of AMSN. Clear guidelines for the selection and utilization of volunteers provides a consistent process.

The purpose of these guidelines are to:
- Define what constitutes a VU.
- Establish a standard process for members serving on AMSN Volunteer Units (VUs).

These are guiding principles to:
- Serve as a method for determining if a volunteer may serve on two VUs at the same time.
- Make decisions related to volunteer activities within the AMSN Family (AMSN, MSNCB, MSNJ).

Definitions
AMSN Policy 4.1 Volunteer Units defines the following items:

Volunteer Units (VU) – Committees, Subcommittees, Task Forces, Chapters, Special Interest Groups (SIG), Editors, Representatives, and Teams.
- Standing VUs - committees, chapters, and special interest group whose work is continuous throughout the year.
- Dynamic VUs - Task Forces and Representatives whose work is project based and/or associated with an external organization (i.e. Joining Forces).

VU Members: participants in VUs including members, reviewers, faculty and associate coordinators.

Selection process
Members may not serve on multiple VUs, except in special circumstances with approval of the board of directors.

Rationale for limiting volunteer participation to one VU at any one given time
1. Grow more leaders. Increase the number of volunteer opportunities and volunteers involved in AMSN.
2. Ensure a committed volunteer workforce. We need a volunteer workforce capable of committing the time necessary to accomplish the identified work. Example: If a volunteer has more than one volunteer commitment and something happens to the volunteer (e.g., illness, life changing event, other competing priorities, etc.), the AMSN work will be affected. The more VUs assigned to the volunteer, the greater the impact on AMSN.
3. Respect volunteer time. We want the volunteer experience to be enjoyable and rewarding, and not a burden on volunteer time.

Guidelines established by the BOD
1. One time volunteer opportunities will not preclude the member from participating in a VU.
2. Participation in an ongoing activity or an activity that will occur several times in a year will preclude the volunteer from participating on another VU.
3. If a new activity surfaces and the skills needed to accomplish the task are best obtained from volunteers already active on a VU, the board will make an exception (e.g., CRC faculty asked to participate in a task force to update the course or develop a video on test taking strategies for the website).

4. In special circumstances, the president/board may make exceptions to the above guidelines.

Serving on multiple VUs at the same time

Based on the above guidelines, the following scenarios are presented. Rationale is provided via a number (1, 2, 3, 4) that refers to the guidelines established by the board above.

Can you be a member of an AMSN Volunteer Unit and a/an ________?

**MEDSURG Nursing Journal (MSNJ)**
- Editor **No (2)**
- Reviewer **No (2)**
- Column Editor **No (2)**
- Contractor **No (2)**

**Medical-Surgical Nursing Certification Board (MSNCB)**
- Committee Volunteer **No (2)**
- Item Writer **No (2)**
- Contractor **No (2)**

**MedSurg Matters! (MSM)**
- Editor **No (2)**
- Column Editor **No (2)**
- Reviewer **No (2)**

**AMSN Convention**
- Speaker **Yes (1)**
- Poster Presenter **Yes (1)**

**Academy of Medical-Surgical Nurses (AMSN)**
- Ambassador **Yes (1)**
- Chapter Officer **Yes (1)**
- Contractor (i.e., MSM editor, MSNJ editor)? **No (2)**
- CRC faculty **No (2)**
- Nominating Committee Member **No (2)**
- Author for a text book-type publication (i.e. the Core Curriculum) **Yes (1)**
- Reviewer for a text book-type publication (i.e. Core Curriculum) **Yes (1)**

**External Group Volunteer - (i.e., a member who volunteers at their church, PTA, or other nursing associations)? **Yes**

Further Consideration:
  a) Situations that are not covered in the examples above constitute “except in special circumstances with approval of the board of directors”.
b) It may be determined at a future time that VUs will be ranked in relation to the level of work and time required to serve on the VU. If a VU is at a certain level (e.g., sporadic or minimal work), a member may be able to participate in two like-ranked VUs.

c) Involvement with other external groups does not factor into serving on an AMSN VU (e.g., a member who volunteers at their church, PTA, or other nursing associations).

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