Policy

| TITLE: Volunteer Units Role Description | Approved: Feb 7, 2013 | Policy: 4.1 |

**Purpose:**
Volunteer Units are convened to perform the work of AMSN in accomplishing the goals of the strategic plan and the association. VUs shall be disbanded by the President with approval of the board of directors.

**Definitions**
- **Board Liaison** – Member of the Board of Directors (BOD) assigned by the President to be the liaison between the BOD and the Volunteer Units. Provides direction to the volunteers.
- **Chairperson** – leads the work of the volunteer unit.
- **Coordinator** – coordinates functions within AMSN (e.g. Research and reviewers).
- **Representative** – serves as the AMSN liaison to external groups and organizations.
- **Staff Liaison** – Association staff member assigned by the Executive Director to provide administrative and other support to the Volunteer Unit.

**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.

**Composition**
All VUs will include:
- a) Board Liaison
- b) Staff Liaison
- c) President (ex-officio member)

Additional participants may include:
- a) Chairperson
- b) Members
- c) Coordinator
- d) Associate Coordinator
- e) Reviewers
- f) Ambassadors
**Selection Process**

All VU Participants
1. AMSN will issue a Call for Volunteers, including qualifications and responsibilities to the general membership or to selected members based on demographic data provided on the AMSN membership application.
2. Qualified respondents are interviewed by the President or her/his designee.
3. Chairpersons, Coordinators, Editors, and Representatives are appointed by the President with approval of the board of directors.
4. VU members are selected by the Chairperson, Coordinator or Editor in collaboration with the Board Liaison and are appointed by the President.
5. Members may not serve on multiple VUs, except in special circumstances with approval of the board of directors.

**Qualifications**

All VU Participants
1. Full member of AMSN for at least one year.
2. Full member of AMSN with at least one year of medical-surgical nursing experience.
3. Understands, upholds, and supports the philosophy, objectives, policies, and procedures of AMSN.
4. Ability to work with others and follow through with tasks.
5. Competent computer skills (i.e. email, software, Internet, webinars)
6. Ability to work independently as well as in a team environment.
7. Flexibility to meet deadlines as they arise.

Chairpersons, Coordinators, Editors, Representatives
1. Ability in group process to delegate responsibility to others and follow through to assure completion of tasks in a timely manner.
2. Ability to facilitate conference calls.
3. Previous experience in leading a group/team preferred.

**Responsibilities**

All VU Participants
1. Participate as a contributing team member in accomplishing the work of the VU as assigned by the board of directors and/or the VU role description.
2. Maintains a collaborative relationship with other VUs to maximize effective functioning of AMSN.
3. Attends meetings as requested and approved.
4. Ability to communicate via email at least 3 times per week.
5. Ability to devote 1-2 hours per week (or as otherwise stated in the Charter and/or Role Description) to the work of the volunteer unit for the duration of the term.
6. Assumes responsibilities delegated by the Board of Directors and/or Chairperson or Coordinator

Chairpersons, Coordinators, Representatives
1. Leads and facilitates the work of the VU.
2. Understands the charter and/or role description and uses it as a guide to complete the requested charge in a timely manner.
3. Regularly reports on the status of the assigned tasks to the board liaison.
4. Reviews and recommends updates to the AMSN website content related to the VU for which they are responsible. Works with the staff liaison to post the revised content.

5. Mentors VU Members.

6. Annually reviews or develops roles and responsibilities of the VU to be used in member orientation (due August 1).

**Term**

**All VU Participants**

1. Terms are for the duration of the task/charter assigned, two (2) years, or as specifically stated in the VU role description.

2. No individual may serve more than two (2) consecutive terms in a position on a VU except for an individual appointed to the position to lead the VU (e.g. Chairperson or Coordinator), specifically defined in the VU role description, or by special circumstances with approval of the Board of Directors.

3. A participant may be removed from a VU by the Board of Directors based on non-compliance with the role description, charter, objectives, or reports.

**Meetings**

**All VU Participants**

1. Meetings include, but are not limited to, face to face meetings, conference calls, and other methods.

2. Meetings, other than conference calls, must be approved by the Board of Directors

3. Meetings will be documented and submitted to the staff liaison. The minutes will reflect time, place, dates, attendance, call to order, agenda items,

**Benefits**

**Chairpersons, Coordinators, Representative, and Editors**

1. Complimentary convention registration (does not include pre-convention workshops). Registration is non-transferable.

2. An amount comparable to one night lodging (single room rate including tax and fees) to attend the national convention.

**Line of Communication**

1. Board Liaison – reports to the President and/or the Board of Directors.

2. Chairperson, Coordinator, Representative, Editor - reports to the Board Liaison.

3. Member – reports to the designated leader of the VU (Chairperson, Coordinator, Representative, or Editor)

**History**

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