

Volunteer effort

Being a volunteer

The *i*SMF is dependent upon the good will and efforts of voluntary members to conduct aspects of its business. Members of the Management Board are elected at the AGM for 2-year terms of office. Others may volunteer to play an active part by serving on an Executive Sub-Committee, a Panel or a Working Party.

Commitment

Being involved as a volunteer is not a trivial activity. Before offering their services, members should consider carefully what active involvement requires.

It is better to be realistic and not over-commit oneself. Everyone understands that the day-job comes first. Taking a position and then continually being unable to attend meetings serves no one's purpose. Consider whether contributing in a different way would be more beneficial – and feasible.

The following gives a very general indication of the commitment involved. It is focused on the "out-of-office" impact, not on any involvement in activities such as authoring and/or reviewing documents that may be performed in the volunteer's "spare time".

Management board

The management board is comprised of the Directors and the Chairs of the Executive sub-committees.

The board meets formally 4 times per year – usually on the first Thursday of March, June, September and December. While each meeting will tackle whatever issues are current, there is a focus for each one: in March the board reviews and agrees budgets for the coming financial year; in June it signs off preceding year's accounts; September's meeting addresses the conference; and December's coincides with changes to the board and the development of new plans for the coming financial year.

Directors

Directors are legally registered at Companies House and are responsible for the proper governance of the organisation.

Typically the Directors meet 4 times per year, with the CEO, in order to:

- discuss strategic issues
- take executive decisions
- prepare recommendations for the board.

In addition, they are expected to attend management board meetings, participate in the preparation/review of papers and engage in telephone/electronic discussions about specific points that may arise from time to time.

The chairman will also usually speak and/or meet with the CEO on a regular basis.

Typical expected commitment: 10-12 days per annum

In many cases, Directors will also be in demand as speakers at external events on behalf of *i*SMF, but being available and/or interested in this aspect is not a pre-requisite for any role.

Volunteer effort

ESC Chairs

ESC chairs are automatically members of the management board. They are required to submit a report on the esc activities prior to board meetings and attend meetings to answer questions arising from the report and/or raise issues emanating from their esc.

In addition, each esc chair is responsible for chairing meetings of the esc (typically 4 times per year) and ensuring that accurate minutes of the meeting are produced.

Commitment beyond this will vary from committee to committee & how the esc chair participates in activities. For example, the Publications committee has a number of workgroups, each focusing on a defined area, and each requiring an amount of commitment – which may involve physical meetings or just require the preparation and/or review of material electronically.

Typical expected commitment: 10-12 days per annum

Committee/panel/working party members

Committees provide a “permanent” structure for the purposes of budgeting and management board reporting. They may be sub-divided into working groups, most of which will be ‘single project’ based, and panels, which are longer lived and whose constituency is governed by defined criteria.

As with esc chairs, the amount of effort & how it needs delivering will vary widely. The effort is typically capable of being delivered in a manner more controllable by the volunteer.

Typical expected commitment: 6-8 days per annum

Regional and Special Interest Group chairs

Regional group chairs are de facto part of the events esc, but with a specific role, full details of which are described in a separate document. Typically, regional chairs often only attend 1 events committee meeting per year, but this is merely through custom rather than design.

Effort in organising regional meetings can often be performed out of office hours and therefore total typical commitment is around 6-8 days per annum.