

AFERM Volunteer Commitment Expectations

Background and Purpose

AFERM is a 100% volunteer run organization. The organization depends on the support and dedication of all its volunteers to achieve its mission and sustain its prominence. All AFERM volunteers are passionately dedicated to the service that they provide to the organization; despite being engaged in full-time careers within the federal government and private sector. With an objective to ensure consistency and equity amongst contributors, as well as to create an awareness of volunteer role expectations, the AFERM Board leadership believes that establishing a set of minimum expectations is necessary to ensure smooth operations for the organization.

The purpose of this document is to lay out key activities and minimum expectations for AFERM volunteers based on levels, i.e., Board member, Committee chair, and Committee and sub-Committee member. Specific activities and related expectations may vary based on Board position or Committee.

All Volunteers / Committee / Sub-Committee Members

Activities:

- Working closely with Committee chairs to support Committee/sub-Committee activities
- Regular attendance of and active participation in AFERM Committee/sub-Committee meetings

Expectations:

- Serving the best interests of AFERM and its members
- Championing AFERM within the Federal community
- Responding to communications and requests from internal and external stakeholders within a reasonable amount of time
 - The definition of what is reasonable will vary based on the urgency and priority of the request
 - Volunteers, irrespective of their level within the organization, should use professional judgment to determine the length of time within which a response/acknowledgment/action is necessary
 - As a best practice, acknowledgement of receipt of a communication or request requiring a response should be provided within no more than 48 hours
 - A delay of more than 5 business days to provide a response may be considered as unreasonable
- Completing activities within the time period assigned or agreed upon. Any delays encountered or anticipated should be communicated to the Committee Chair or the Board in a timely manner, and certainly prior to the assignment deadline along with an adjusted timeline for delivery
- Maintaining high quality of deliverables and execution of assigned activities. This includes, but is not limited to:
 - Maintaining professionalism in writing and interaction
 - Ensuring proofing of written deliverables in terms of spelling, grammar, and formatting

Committee Chairs

Activities

- Planning, leading and executing Committee activities
- Keeping Committee members abreast of current activities and status
- Providing regular updates to the Board, at least every other month

- Providing inputs to annual strategic plan and budget
- Attending monthly Board meetings and providing Committee updates for the Board Book in a timely manner
- Performing reviews of Committee deliverables and other AFERM deliverables as needed and providing timely feedback. Ensuring high quality of deliverables and execution of Committee activities

Expectations

- Delivering strategic leadership and direction for respective Committees
- Independent thinker/self-starter
- Displays competence and effectiveness in achieving Committee goals
- Working in the best interests of AFERM
- Coaching and leading Committee members
- Recruiting and retaining new volunteers
- Working in the best interests of AFERM
- Championing AFERM within the Federal community

Board Members

Activities

- Attending and actively participating in monthly Board meetings
- Reviewing various documentation and information prior to Board meetings
- Delivering oversight and supervision of various Committees as per AFERM bylaws
- Voting on motions brought at a Board meeting or otherwise (e.g., via email)

Expectations

- Consistently being an AFERM spokesperson
- Upholding AFERM values and what the organization stands for
- Proving strategy and direction to the organization and to specific Committees
- Working in the best interests of AFERM
- Championing AFERM within the Federal community
- Providing input to Board decisions