



**MDC-Volunteer Subcommittee – Asia/Pacific and Europe Representatives  
Position Description**

Updated on 31 January 2012

**MDC Volunteer Subcommittee Overview:**

The MDC Volunteer Subcommittee is one of two subcommittees under the purview of ISPE's Membership Development Committee (MDC). The MDC's primary roles are to continuously evaluate the needs of ISPE's diverse Member community and recommend enhancements to membership benefits, services, and programs. The Volunteer Subcommittee exists to support and grow the number of ISPE Volunteers by developing an awareness of the importance of Volunteerism at ISPE.

**Volunteer Subcommittee Position Purpose and Objectives:**

The primary focus of the Volunteer Subcommittee is to implement the Strategic Volunteer Development Plan and to enhance existing and develop new programs to effectively recruit, place, and develop ISPE Volunteers. The Volunteer Subcommittee is currently seeking representatives from the Asia/Pacific and Europe regions to serve as committee members.

**Appointed by:** Committee Chair/Co-Chairs

**Responsibilities of this Position:**

The Volunteer Subcommittee Members must become familiar with the annual Business Plan and the Strategic Volunteer Development Plan. Committee Members contribute to the implementation of ISPE's Strategic Volunteer Development Plan by:

- Gather and review data concerning ISPE Volunteer recruitment and placement trends, comparing them to ISPE goals and external benchmarking data.
- Study best practices and make recommendations concerning ISPE volunteer opportunities, support, recognition, and career path.
- Contribute ideas and suggestions for developing a global Volunteer mentor program.
- Identify sources of new volunteer prospects.
- Work on developing a plan to recruit more young professionals and students as Volunteers.
- Watch for crossover with other Committees, Councils, COPs, and Task Teams; integrate efforts.

**Skills/Experience Requirements for this Position:**

Previous volunteer experience at the local Affiliate in Asia Pacific and Europe region is helpful but not mandatory. It's important to develop an understanding of the Society's structure, strategic plan, and business plan. Must be an ISPE Member in good standing.

**Length of Service:** 1 Year Additional Details (optional): Term may be renewed up to five years

**Time Commitment:** Approximate hours per month: 0 to 5 hours  
Work will be  intermittent  regular  regular with peaks requiring additional effort.

**Resource Requirements**

**Provided by ISPE staff or volunteers:** Staff Project Manager

**Expected from the volunteer (or his/her employer):** Funding for travel expenses to attend meetings in person. If a Subcommittee Member cannot attend a meeting in person, he or she may participate via conference call if a line has been established by ISPE (long distance charges may apply). The Volunteer Subcommittee strives to conduct business during typical work hours for all Subcommittee Members; however, this may vary by individual depending on the time zones.

**Meeting Schedule:**

Three in person meetings are scheduled each year during North America Conferences and Annual Meeting. A monthly conference call is scheduled every 1<sup>st</sup> Thursday of the month.

**Attendance Requirement:**

Volunteer Subcommittee Members should attend a minimum of 75% of the meetings and conference calls throughout the year.

**Volunteer Expectations**

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| ✓ <i>Actively participate in meetings</i>                              | ✓ <i>Respond to communications in a timely manner</i>           |
| ✓ <i>Read materials and come prepared to each meeting</i>              | ✓ <i>Develop a good relationship with Staff</i>                 |
| ✓ <i>Listen to people and ideas</i>                                    | ✓ <i>Respect confidentiality</i>                                |
| ✓ <i>Become knowledgeable of the Society's policies and procedures</i> | ✓ <i>Fully support all decisions of the Board and Committee</i> |
| ✓ <i>Complete assignments on time</i>                                  | ✓ <i>Always act in the best interests of ISPE</i>               |

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile

<http://www.ispe.org/volunteerprofile>