Governance

Policy Name	Volunteer Selection Policy
Date Approved	April 2018
Updates	October 2024

Purpose

Volunteers are a critical component to the execution of AUGS' initiatives. Creating opportunities for volunteer engagement and filling those roles in a fair and effective way is essential to the society's work. A formal process will be utilized to be sure applicants are properly vetted and that the final volunteer appointments are aligned well to the work of the group and will contribute to the success with the larger AUGS mission.

Policy

- Staff will manage and the Governance Committee will oversee the annual Call for Volunteers process to fill vacancies on the AUGS Board and committees.

- Refer to Articles VII and VIII in the bylaws, for details on the AUGS Board composition, necessary qualifications and term limits.

- Refer to the *Board Nomination and Elections Process Policy* for details on board member appointments.

- See the *Volunteer Term Limits Policy* for details on term dates and opportunities for reappointment for all AUGS volunteers.

- After completing the maximum term limit as outlined in the *Volunteer Term Limits Policy*, volunteers must wait for a period of one year before reapplying.

Process

COURSE FACULTY SELECTION (i.e. Fellows Hands On, Beyond the White Coat)

Course Directors and Co-directors will be appointed by the President with input from the Executive Committee.

Faculty is selected by the Course Director and Co-director in line with the Board approved budget.

PROGRAM COMMITTEE SELECTION (APP and Annual Meeting)

Program Committee Vice Chairs and committee members are chosen during the annual Call for Volunteers process. After serving the specified term, Vice Chairs ascend to the Chair position.

STANDING COMMITTEE SELECTION

Board- level Committees

- Executive Committee
- Finance Committee
- Governance Committee
- Awards Committee

These board-level committees are primarily filled by board members based on position. Some members are appointed representatives from specified standing committees. Committee Chairs will help to facilitate the selection of these representative roles. Member-at-Large positions on the Finance and Nominating Committees will be identified through the annual Call for Volunteers process. See the committee charter for specific composition.

Standing Committees

Committee members and Vice Chairs are identified through the annual Call for Volunteers process. See the committee charters for specific composition.

PUBLICATION WRITING GROUPS, GRANT AND ABSTRACT REVIEWERS SELECTION

There will be an open call for volunteers as needed and selections will be made at the discretion of the Chair with input from the staff liaison.

ANNUAL CALL FOR COMMITTEE VOLUNTEERS PROCESS

- Prior to opening applications, current standing Committee Chairs and Vice Chairs will have the opportunity to identify any needs of the committee and recommend Vice Chair candidates if applicable. Vice chair candidates should ideally come from the committee when possible.
- Interested members will submit an application and have the opportunity to select multiple committees they may like to serve.
- Staff will vet applicants' eligibility.

- Current Chairs and Vice Chairs will have the opportunity to review the applicants expressing interest in their committee and provide feedback.
- Staff and the Governance Committee will consider the provided feedback and committee needs when reviewing applicants and will finalize the appointments of new Vice Chairs and members in late summer.
- The AUGS Executive Committee will be notified of appointments.
- By early fall, new committee members and Vice Chairs are invited to serve, with most terms beginning January 1.

Off Cycle Volunteer Appointments:

If, based on the committee charter, there are openings after the Call for Volunteers process is complete, the staff and Chair can look to identify appropriate volunteers to fill those roles, provided it is not disruptive to the work of the committee already in progress. Interested members must provide responses to the application questions to the Chair and Vice Chair for review. After approval by the committee leadership, the volunteer applicant is shared with the president for final appointment.