

## The Washington State Chapter of URISA Volunteer Policy

*Originally Adopted: August 14, 2007*

*Updated: April 11, 2017*

### WAURISA Volunteer Opportunities

- Volunteer opportunities are available to any WAURISA member interested in GIS or allied systems and technologies in Washington State.
- Volunteers are encouraged to participate on WAURISA Committees.
  - Volunteers may also act as WAURISA Committee Leads, with Board approval.
  - Volunteers on Committees will be contacted by the Committee Lead who will coordinate additional meeting and committee work assignments.
- Volunteers may work on the Annual GIS Conference or on individual Education Workshops.
- Volunteers may participate in monthly Board of Director Meetings.
  - Volunteers are welcome to provide input and voice their opinions, but may not vote on official Board motions. Volunteers are encouraged to assist the Board with follow-up work and activities as agreed to during Board meetings.
- The WAURISA Volunteer Coordinator maintains a list of open volunteer opportunities and can be contacted by emailing: [volunteer@aurisa.org](mailto:volunteer@aurisa.org)

### Examples of WAURISA Volunteer Roles, Time Commitments, and Activities

#### **WAURISA Committee Volunteer**

- Time Commitment: minimum 1 hr/month
- Activities: Participate in monthly committee meetings, contribute ideas, and assist in implementing committee goals.
- How to volunteer: Email the Volunteer Coordinator and let them know what committee you are interested in helping with and they will connect you with the appropriate Committee Chair.

#### **WAURISA Conference Volunteer**

- Time Commitment: minimum 1 hr/month in March and April to attend Conference planning meetings, and minimum 4 hrs during the conference in May.
- Activities: Attend conference prep meetings, prepare conference packets, serve at conference check-in desk, and moderate speaker sessions.
- How to volunteer: Email the Volunteer Coordinator and let them know what activities you are interested in helping with at the conference and they will add you to the Conference planning email list.

#### **WAURISA Committee Chair**

- Time Commitment: minimum 3 hrs/month
- Activities: Hold monthly committee calls, report to monthly board meeting call with report on committee activities, and develop short and long term committee goals with input from committee members and the board.
- How to volunteer: Email the Chapter President and let them know you are interested in chairing a committee. Your appointment as committee chair is subject to board review and approval (and may require an election if there is more than one person interested in that role).

#### **WAURISA Board Member**

- Time Commitment: minimum 4 hrs/month
- Activities: Attend monthly board meeting, attend one additional committee meeting a month (Board Members are encouraged to Chair a Committee), look for opportunities to help fulfill volunteer needs that arise during monthly committee and board meetings, assist with conference planning, and volunteer for 4 hrs during the annual conference.
- How to volunteer: Email the Chapter President and let them know you are interested in serving on the board, and you will be added to the ballot for the board election which occurs during the annual conference in May.

### WAURISA Volunteer Expectations

- The WAURISA Board recognizes that the assistance provided by volunteers is freely given. We recognize that time available for volunteer activity for everyone is limited and we respect each person's personal and professional time commitments. However, because WAURISA may rely on their commitments, volunteers are expected to follow through on those commitments.
- Volunteers who cannot participate in meetings of the committees for which they have volunteered or deliver the work activity for which they have committed are expected to keep their committee lead or the chapter president advised.
- While volunteering and representing WAURISA, volunteers will follow the guidance and rules of the board and the bylaws of the organization

### Volunteer Benefits

- The assistance and work that volunteers provided is highly valued by the WAURISA Board and by all its members.
- Active volunteers are acknowledged and listed on the WAURISA website (or can remain anonymous if they choose).
- Volunteers may also be invited to participate in special leadership recognition events.
- Volunteers earn 'Professional Contribution Points' valid toward their GIS Certification (GISP) via the GIS Certification Institute.
- Other benefits include networking opportunities, comradeship, and professional development.