



Volunteer Benefits Policy

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Introduction

The IACA is completely dependent on volunteer participation to keep the association running. The 5-member Executive Board delegates responsibilities to various committees to help deliver a wide range of services to the membership. In addition to the incredible professional growth and networking that naturally happens with volunteer work, the Executive Board extends some other benefits to committee members on a tiered scale, as referenced below.

Assignment of Benefits

IACA members who are in good standing with the association may be selected to serve as a volunteer on a committee or in an appointed role. Individual committees and appointed roles are assigned at least one board member as a liaison. IACA committee members do not all receive the same benefit level. The Executive Board assigns benefit levels to all committee members and will re-evaluate those levels annually. The Executive Board will consider the following when determining benefits however, exceptions may be necessary:

- Volume of work required by the committee and/or individual volunteer.
- If a member serves on more than one committee, the benefits may be stacked at the discretion of the Executive Board.
- All committee members who receive any travel benefits may be scheduled to work shifts or carry out tasks at the IACA Annual Conference or Symposium and should plan to be present and available throughout all posted event hours. The committee members will be notified in advance of assignments.

Matrix of Benefits by Level

Benefit Level	List of Benefits
Level 1	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars
Level 2	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars • \$150 Off IACA Conference Registration Fee • 1 Free IACA Training Class Registration (in-person or online)
Level 3	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars • Full IACA Conference Registration Fee Waived • 1 Free IACA Training Class Registration (in-person or online)
Level 4	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars • Full IACA Conference Registration Fee Waived • Either Airfare OR 5 Nights Hotel at IACA Conference • 1 Free IACA Training Class Registration (in-person or online)
Level 5-A (Conference)	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars • 1 Free IACA Training Class Registration (in-person or online) • Full IACA Conference Registration Fee Waived • 5 or 6* Nights Hotel at IACA Conference (*Depending on role) • Roundtrip Airfare To/From IACA Conference • \$425 fixed stipend
Level 5-B (Symposium)	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars • 1 Free IACA Training Class Registration (in-person or online) • Full IACA Symposium Registration Fee Waived • 4 or 5* Nights Hotel at IACA Symposium (*Depending on role) • Roundtrip Airfare To/From IACA Symposium • \$425 fixed stipend
Level 6 (Chairs over Training, Technology, Conference, and Logistics)	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars • Unlimited IACA Training Class Registrations (in-person or online) • Full IACA Conference Registration Fee Waived • Airfare, Hotel, AND Per Diem for IACA Conference and IACA Business Travel
Level 7 (IACA Executive Board)	<ul style="list-style-type: none"> • Free IACA Membership AND Certification Exam Fee Waived • Unlimited Free IACA Webinars • Unlimited IACA Training Class Registrations (in-person or online) • Full IACA Conference AND Symposium Registration Fees Waived • Airfare, Hotel, AND Per Diem for IACA Conference AND Symposium • Airfare, Hotel, AND Per Diem for All Other IACA Business Travel

Notification of Benefits

The board liaison for each committee or appointed position will be responsible for communicating benefit levels to chairs and committee members.

Per the [IACA Bylaws](#), all volunteers will be asked annually to sign a new Conflict of Interest Policy. Failure to sign the documents by the deadline provided may result in the removal of the volunteer from the committee. The Conflict of Interest Policy contains the following acknowledgements:

1. Acknowledgment and Disclosure of Financial Interests (Part I & II)
2. Volunteer Standards of Professional Conduct (Part III)
3. Data Privacy Notice (Part IV)

Once volunteers have signed the above documents and have been added to a committee charter, their member profile on the IACA website will be updated to reflect their current role and they will be able to view signed acknowledgements.

Volunteer Redemption of Benefits

Volunteers are eligible for the above benefits once they have a signed Conflict of Interest Policy form on file and have been added to a committee charter. To redeem benefits:

- IACA membership will be waived automatically while listed as active on a committee until the end of the chartered period, no need to do anything further.
- Volunteers should email training@iaca.net or certification@iaca.net **AND** copy secretary@iaca.net in order to redeem waived webinars, training, or CLEA exam fee.
- Volunteers who receive discounted or waived conference registration should use the designated discount code provided when registering for the Annual Conference or Symposium. Volunteer status will be verified prior to completing waiver of registration fees.
- Volunteers who receive conference travel-related benefits will be notified with further instructions leading up to the time of the conference. All travel must adhere to the IACA Travel Policy.

Expiration of Benefits

IACA benefits expire once the committee member voluntarily steps down or is removed from the charter by one of the following means:

1. Volunteer is replaced on a committee as required by the [IACA Bylaws](#) or as outlined within the committee's charter.
2. Dissolution of the committee and/or prescribed volunteer role.
3. As part of sanctions recommended after an Ethics Committee investigation and Executive Board vote.
4. By Executive Board vote based on inactivity or inability to perform volunteer duties.

Annual Review

The Executive Board will conduct an annual review of the duties for each committee and volunteer benefit levels to determine if adjustments are necessary. This review may also take place at any point throughout the year as new business decisions and practices are implemented. Should changes occur, the board liaison will send an update to all volunteers with the new benefit information.