



ICEP Volunteer Participation Policy

The expectation is that all members of a Board, Committee, or Task Force will actively participate in all meetings and events of the Chapter. The following participation is detailed for each volunteer group below.

Board of Directors

Board members are expected to participate and attend:

- Ginny Kennedy Palys Annual Symposium
- ICEP Advocacy Day
- Serve as a faculty for the Oral Board Review Course
- ACEP's Leadership & Advocacy Conference

Board Meeting Attendance Expectation

Board members are expected to attend all scheduled Board meetings during the year.

Members must give prior notice of an absence to the Staff Liaison and President. Except in unusual circumstances, prior notice should be shared at least 24 hours before the scheduled meeting. There is 75% attendance required at Board meetings held during the year.

Board meetings are held quarterly with one additional meeting during the Ginny Kennedy Palys Symposium. The Board may meet more frequently if there is a need or if a special meeting is called as per the ICEP Bylaws.

Should a Board member miss more than 75% of attendance without prior communication, the President and Executive Director will notify the Board member and may refer to the Board of Directors.

Committees

Committee members are expected to participate and attend:

- Ginny Kennedy Palys Annual Symposium
- ICEP Advocacy Day

Committee Meeting Attendance Expectation

Committee members are expected to attend all scheduled committee meetings held during the year. This may include any additional requirements as outlined by the Committee's mission and purpose.

Members must give prior notice of absence to the Staff Liaison and Committee Chair. Except in unusual circumstances, prior notice should be shared at least 24 hours before the scheduled meeting. There is a 75% attendance required at committee meetings held during the year.

Should a committee member miss more than 75% of attendance without prior communication, the Committee Chair, Staff Liaison and Executive Director will notify the Committee members and may consider next course of action.

Other Volunteer Task Forces/Work Groups

From time to time, the Board of Directors may create and appoint a task force or work group. These groups will follow the Committee expectations and requirements.

Adopted December 2023