



2.3.6: Volunteer Activities –

Purpose: This policy provides guidelines for volunteer duties outside standard Board or Operating Committee activities

Applies to: Volunteers, Members, Staff

I. PURPOSE

The purpose of this document is to outline which volunteer activities are permitted and which are prohibited for volunteers serving as Officers, Board Members, on Operating Committees or on editorial and advisory boards of MRS publications. It also specifies limitations on voting when an exception to this policy is sought.

II. OFFICERS AND BOARD MEMBERS – VOLUNTEER ACTIVITIES PERMITTED AND NOT PERMITTED

Officers and Board members may serve as Meeting Symposium Organizers, members of Board Task Forces, MRS Bulletin Guest Editors and Journal Editorial/Advisory Board members. Officers and Board members are encouraged to submit articles to any of the full range of MRS publications and also to submit abstracts for MRS Meetings.

Unless specified elsewhere in Board policies, Officers and Board members of the Society shall not serve in any other leadership positions within the Society that would compete with their ability to carry out Board duties without prior approval from the MRS Executive Committee.

The table below lists volunteer activities that are not permitted for MRS Officers and Board members. Also included in the table are the required plans for exiting a volunteer activity, if a member is elected or appointed to an office or the Board while serving in one of these activities.

Prohibited	Exit Plan if engaged prior to election/appointment to the MRS Board
Operating Committee Chair	Resign by time become Officer or Board member
Operating Committee Member	Resign by time become Officer or Board member
Meeting Chair	Complete term
Editor in Chief	Resign by time become Officer or Board member

Operating Committee Task Force Member	Complete task force
Member of Bulletin Editorial Board	Resign by Time become Officer or Board Member

Prior to exiting the volunteer activity, Officers and Board members should refrain from any actions that could be construed as a conflict of interest between his/her role in governance and his/her volunteer activities. This includes, but is not limited to,

- Encouraging Meeting Chairs to go forward with a symposium proposal in which the Director or Officer is involved.
- Encouraging an Editor to proceed with an article / thematic focus proposal in which the Director or Officer is involved.
- Encouraging the Meetings Committee to go forward with a Conference Services proposal in which the Director or Officer is involved

Officers or Board Members should not participate in Board/Board Committee discussions (other than for information only) and votes on projects in which they are participating.

III. OPERATING COMMITTEE/SUBCOMMITTEE CHAIRS AND MEMBERS – VOLUNTEER ACTIVITIES PERMITTED AND NOT PERMITTED

The table below lists volunteer activities that are not permitted for MRS Operating Committee/Subcommittee Chairs and Members. Also included in the table are the required plans for exiting a volunteer activity, when appointed to an operating committee/subcommittee. Prior to exiting the volunteer activity, the Operating Committee/Subcommittee Chair or Member should refrain from any actions that could be construed as a conflict of interest between their role in governance and their volunteer activities.

Prohibited	Examples include, but not limited to:	Exit Plan if engaged prior to appointment
Lead for a project overseen by the committee/subcommittee.	Meetings Committee: Lead organizer for a Conferences Service meeting Publications Committee:	Resign by time become Chair or Member

	Editor for a Journal, Book, Book Series proposal ¹	
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Operating Committee/Subcommittee Chairs and Members should refrain from any actions that could be construed as a conflict of interest between their role in governance and their role in volunteer activities. This includes, but is not limited to, the following:

- Encouraging Meeting Chairs to go forward with a symposium proposal in which the Operating Committee/Subcommittee Chair or Member is involved.
- Encouraging an Editor to proceed with an article / thematic focus proposal in which the Operating Committee/Subcommittee Chair, or Member is involved.
- Encouraging the Meetings Committee to go forward with a Conference Services proposal in which Operating Committee/Subcommittee Chair, or Member is involved

Operating Committee/Subcommittee Chairs and Members should not participate in Board/Board Committee discussions (other than for information only) on projects in which they are participating.

IV. EXCEPTIONS

For any Officer or Board member or operating committee/subcommittee chair or member to serve in a volunteer capacity prohibited above, (i.e., to be an EXCEPTION), a majority vote (in favor) of the Executive Committee, which oversees Board/volunteer human resources issues, is required.

Once an exception is approved, the volunteer shall recuse themselves from any governance vote that relates to their MRS volunteer activity.

Deliverables: N/A; Review every three years or as needed
 Who: Secretary
 When: At least 8 weeks before the Board meeting at which amendments should be considered.
 To: President

Policy first adopted: October 5, 2007
 Last modified: November 1, 2016; April 2021; April 2023
 Last reviewed: March 2018; April 2021; April 2023

Enacting Legislation: Motion B:2007:29; B:2015:37 (Consent Agenda); B:2016:38; B:2021:08 (Consent Agenda); B:2023:08 (S23 Consent Agenda)

Supporting Documentation:

¹ NOTE: This is for a new effort. Editors of existing journals and book series will continue to be part of the Editor’s Subcommittee.

Policy created by: Beth Stadler, MRS Secretary Party responsible for this policy: GovCom