

VOLUNTEER GUIDELINES

Information for SIA Volunteers



SOCIETY FOR INTERNATIONAL AFFAIRS

2006

SIA VOLUNTEER GUIDELINES

INTRODUCTION

How would you like to develop your professional skills, become more expert in the intricacies of Defense Trade Controls and have fun all at the same time? Volunteering to make your Society for International Affairs a more productive and beneficial association is the just the ticket. SIA, as a volunteer educational organization, needs your help, and you get an unparalleled opportunity for personal growth.

WHY SIA NEEDS VOLUNTEERS

The Society for International Affairs was started in the mid-1960s when personnel working in the US Government and in industry began to share ideas on how to understand and implement the requirements of US regulations for defense trade. The initial brown-bag lunch discussions grew into to bigger luncheon gatherings, then to more formal luncheons with speakers, to conferences, seminars, and workshops. Over the years, the organization has expanded to a nationwide membership of over 1100 companies, foreign embassies, and US Government agencies.

SIA has always been a volunteer organization. Incorporated as a 501(c)(3) in 1967, SIA is a nonprofit educational association that does not lobby for any political position. The organization acts as a fair and honest broker and facilitator between the USG and Industry on matters of defense trade. Government speakers at SIA functions provide up-to-date guidance on the Arms Export Control Act, the International Traffic in Arms Regulations, and other US regulations affecting defense trade.

Education is the primary goal of the Society. In addition to holding four major conferences each year, and several half-day workshops in conjunction with the business luncheons, SIA publishes educational materials and handbooks for the defense trade professional. Volunteers organize and run the conferences and workshops, in

addition to writing the handbooks and written materials. Most of the speakers at SIA functions are US Government leaders and personnel involved in the review and approval of defense trade licensing applications, who are also SIA members. SIA provides guidebooks, checklists and mentoring to help you learn as you volunteer and assist with these functions.

BENEFITS OF VOLUNTEERING

One of the best parts of volunteering is that you will get back much more than you contribute. Along with the satisfaction of enlarging the professional standing of your career field and developing the knowledge and skills of your colleagues, here are some of the benefits to you directly.

- *Development of leadership skills.* For most SIA activities, you will work with other volunteers and can develop your own leadership skills. SIA can provide a mentor for any position or activity that you undertake.
- *Development of meeting planning skills.* As you participate in planning meetings for your particular volunteer activity, you will learn to use agendas, budgets and timelines to organize and prepare for the activity. We have developed checklists to make the task easy to learn.
- *Mentoring.* New volunteers will have a mentor to help them with their responsibilities. Experienced volunteers can help the new volunteer succeed in their role.
- *Working with USG on collaborative basis.* You will be working side-by-side with USG personnel on issues that are beneficial to the SIA membership (preparing for a conference or workshop, writing or editing educational materials for USG and Industry use).
- *Development of public speaking skills.* In certain volunteer roles like Conference Director, you will be responsible for moderating the conference, which provides an excellent opportunity to speak before a large group of people. You may have the opportunity to

participate as a moderator or speaker at one of our conferences or workshops.

All of these skills are ones that are highly valued by your company and will contribute directly to your professional advancement.

VOLUNTEER OPPORTUNITIES

So that you will better understand what a volunteer is taking on, the following are the most common SIA volunteer opportunities. Some of the specific duties and the approximate time commitment are included in the descriptions. Mentors, guidelines, time tables, and other tools are provided by SIA to assist in all areas.

- *Conferences.* A conference committee is made up of a Director and five chairpersons. It takes approximately four months of concentrated planning to organize a conference. One-hour meetings take place every week to ten days, with telephone conferencing an acceptable attendance method if personal presence at a meeting is not possible.
- *Director.* Oversee, manage and coordinate all conference related activities, lead a conference committee and identify committee chairs, develop a draft agenda for SIA Board review and approval, establish a conference budget, chair planning meetings, monitor progress of committee chairs for conference preparation, welcome/host the conference and provide overall management on the conference days. To volunteer as a conference Director, you should have participated in some of the tasks below at previous conferences.
- *Speaker Liaison.* Once the agenda has been established, work directly with USG speakers to inform them of their topic, length of presentation, date and time of their assigned presentation, deadline for forwarding presentation materials for the conference binder, and all logistics concerning the conference, whether local or away conference. Act as main point of contact with each speaker for the conference committee. Establish budget, provide to Conference

Director. Attend conference committee planning meetings.

- *Registration.* All conference registrations are made online with payment option for credit card or pay by check. The registrar will work closely with the SIA Business Manager to track the total number of conference attendees and any cancellations. E-mail confirmation is automatically sent to the attendee once registration has been completed. Compile attendee list for conference binder. Prepare name badges for all conference attendees to include committee members, board members, speakers and advisors. Establish budget, provide to Conference Director. Attend conference committee planning meetings.

- *Hotel liaison.* Negotiate all aspects of Conference planning with the hotel staff, including meeting facilities, registration set-up, telephone service, etc. Review the contract and work with the hotel staff to clarify non-specifics regarding layouts, meal, reception and break times. Work closely with the Conference Director to coordinate all details of the hotel including meeting space, food, accommodations, etc. Establish budget, provide to Conference Director. Attend conference committee planning meetings.

- *Audiovisual Chair.* Coordinate with Hotel Chair for A/V equipment requirements that need to be provided by the Hotel (i.e. screens, projector carts, etc.). Work closely with the Speaker Liaison to ensure that all slide presentations are complete and accurate. Check spelling on all slide presentations and format to the SIA Slide Master Template. Upon completion of slide changes, forward all presentations to Publications Chair for printing. Sit at the A/V table during the conference in order to address any last minute changes or problems that may occur. Establish budget, provide to Conference Director. Attend conference committee planning meetings.

- *Publications.* Once agenda is established, insure printing and distribution of conference brochure. Identify printer for binder materials. Work with SIA Board, if any SIA publications are to be included in binder. Work with Speaker Liaison and A/V chair

to receive materials in proper format for Binders. Oversee final assembly of binders on conference eve—with the help of SIA volunteers. Establish budget, provide to Conference Director. Attend conference committee planning meetings.

- *Newsletter.* The SIA *NewsNotes* newsletter is published quarterly. The SIA Vice President has overall responsibility for *NewsNotes*. Articles can be submitted by SIA membership at any time. (Associate members that are not in Washington, D.C., can easily volunteer to help with *NewsNotes*.)

- *Workshops.* Half-day or one-day workshops are sometimes held in conjunction with SIA Business Luncheons in Washington, D.C. Workshops address specific topics, such as Agreement Preparation, Exemptions, or Compliance. Workshops can involve a number of volunteers: registrar, overall moderator, and publications coordinator. A workshop takes two to four months to plan. Each workshop is managed by a liaison from SIA's Planning and Education Directorate.

- *Task Forces.* These are ad hoc groups that are convened to address a specific research topic, and are disbanded upon completion of the topic. Task Forces have updated the SIA Exemptions Handbook and authored the Mergers, Acquisitions and Divestitures Handbook. An SIA member can propose a Task Force at any time (see form on the Web site). Depending upon the complexity of the issue, a Task Force could be in existence for two to six months.

- *Luncheons.* In lieu of charging dues, SIA General Members are required to agree to support the registration duties of an SIA Business Luncheon. The duty is assigned according to a regular progression through the alphabetical SIA General Membership List. It takes approximately 17 years to go through one cycle of the Membership List. Occasionally additional registration help is required on the day of the Business Luncheon.

- *Revising SIA publications.* SIA's educational publications require occasional updating. Volunteers are encouraged to participate

in these efforts, and participation doesn't require that you be in Washington. Updating of a publication could be a one- to three-month project. These updates are coordinated through the Planning & Education Directorate, and often undertaken by specially initiated Task Forces.

BOARD OF DIRECTORS

- *President.* Acts as ambassador for SIA, maintains contact with top decision and policy makers at US Government departments that play a role in defense trade. Acts as host for all SIA functions. Responsible for coordination of SIA Task Forces.

- *Vice President.* Maintains SIA bylaws and handles all SIA policy and legal issues in coordination with the President and Legal Advisor. Maintains insurance policy, assists in the coordination of speakers for Business Luncheons; acts as backup for President. Board Liaison for the International Committee.

- *Secretary/Treasurer.* Has responsibility for minutes of all regularly scheduled and special Board meetings. Acts as SIA Historian and maintains records for all conferences, workshops, and events. Oversees all aspects of the employment of SIA's Business Manager. Maintains SIA's bank accounts, insures that tax issues for nonprofit status are in order. Keeps SIA's budget and reports at monthly meetings.

- *Planning & Education Directorate.* Provides Board leadership at all conferences and workshops. Seeks out qualified volunteers for conference director and chairmanships in coordination with the Board. Provides training and oversees performance of duties. Maintains Conference Guidelines, reports to Board on planning, progress, and wrap-up (critique results) of each conference. Is responsible for volunteer recruitment & management. Coordinates speakers for Business Luncheons and Workshops. Assists in the coordination of the International Committee in conjunction with the VP. Responsible for implementation of the defined Task Forces.

- *Business Operations Directorate.* Handles all SIA contracts (hotels for conferences, luncheons, workshops, A/V contract, etc.). Plans at least 18 months in advance for conference locations. Maintains SIA storage facility. Maintains SIA membership database. Updates and publishes SIA Membership List at each Business Luncheon. Maintains USG contact list. Administers vendor relationships. Responds to queries about SIA membership. Supports acquisition and implementation of technology for SIA's business operations.

- *Communications Directorate.* Develop and manage schedule for publicizing upcoming SIA events or announcements using various media. Manage and oversee, in consultation with the SIA board, full SIA Web site content, ensuring it is current and accurate. Develop and manage new elements to Web site, including membership-only access and stylistic changes. Oversee continued development of SIA Compliance video series. Oversee publication of *NewsNotes* articles on Web site. Manage relationship with SIA Web consultant, ensuring completion of assigned tasks.

SIA CODE OF CONDUCT

All SIA members adhere to a professional code of conduct. The Society is organized and operates as an educational organization and its meetings and functions are designed to facilitate the free exchange of ideas and information. No member or designee may directly or indirectly solicit business or otherwise seek any private or personal financial gain from other members in the course of any meeting or function or through use of any membership roster. No member may directly or indirectly advertise or exploit the fact of his membership in the Society for commercial purposes. Members are expected to uphold the highest standards of conduct at all SIA functions. The Board may terminate membership for any violation of these prohibitions.

SUMMARY

SIA volunteer work is rewarding on many levels. It is personally satisfying to work with other volunteers on a project benefiting a greater group. It is professionally rewarding to associate with peers and leaders from industry and government offices, and you will develop skills that will directly benefit your professional development and make you a more valuable employee in your own company. Many leadership positions are granted complementary registration to major conferences, which helps to defray the overall cost to your company. Good friendships are also formed when working with SIA colleagues, both in industry and government.

We look forward to working with you on a future SIA event or project! We work hard and have a lot of fun! Please contact us through our Web site: *www.siaed.org*

Congratulations on becoming an SIA volunteer!