



Society for International Affairs

Volunteer Guidelines

INTRODUCTION

Are you a current member of the Society for International Affairs (SIA or the Society)? If the answer is yes, how would you like to develop your professional skills, become more experienced in the intricacies of International Trade Controls and have fun all at the same time? Volunteering to make your SIA a more productive and beneficial association is just the ticket. We, as a volunteer educational organization, need your help, and you in turn get an unparalleled opportunity for personal growth.

WHY SIA NEEDS VOLUNTEERS

The Society for International Affairs was established in 1967 when personnel working in the US Government (USG) and 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 bigger luncheon gatherings, then to more formal luncheons with speakers, then to conferences, seminars, and workshops. Over the years, the organization has expanded, currently consisting of approximately 2000 individual members from Industry, US and foreign government agencies, and academia.

SIA has always been a volunteer organization. Incorporated as a 501(c)(3) under the US Internal Revenue Code, SIA is a nonprofit educational organization that does not lobby for any political position. The organization provides a forum for the exchange of information related to export and import compliance. SIA interests cover the entire spectrum of licensing matters pertaining to the Departments of Commerce, Defense, State, Customs and Treasury among others.

For more than 50 years, education has been the primary goal of the Society. In addition to holding four major conferences each year, SIA hosts various seminars and business luncheons, publishes educational materials and handbooks for the international trade controls professional, and hosts social forums to support open and honest dialogue. This is all accomplished through the hard work of volunteers. Volunteers organize and run these conferences, seminars, and other events, in addition to writing the handbooks and other training/educational materials.

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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 enhancing the professional standing of your career field and developing the knowledge and skills of your colleagues, volunteering for SIA is a great way to:

- Develop leadership and management skills
- Build or enhance event planning skills
- Enhance oral and written communication skills
- Become a better public speaker
- Work alongside and learn directly from some of the top subject matter experts in the field
- Mentor others within your career field, and
- Network with Government and Industry Professionals

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 the responsibilities associated with volunteering, the following are the most common SIA volunteer opportunities. Some of the specific duties and the approximate time commitment are included in the descriptions.

Conferences - A conference committee is made up of a Director and four chairpersons. It takes approximately four months of concentrated planning to organize a conference and usually entails conference committee meetings on a weekly or bi-weekly basis.

- **Conference Director** – With support from the SIA Board Liaison and Business Manager, the Director will oversee, manage and coordinate all conference-related activities, including leading the conference committee, assisting in selection of committee chairs, and assisting in the development of the draft conference agenda for SIA and USG review and approval. Host committee planning meetings and monitor the progress of committee chairs for conference preparation. Welcome/host the conference on behalf of SIA 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.

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- Speaker Chair – Assist in the development of the conference agenda and selection of the speakers. Contact identified speakers to ensure interest/availability and work directly with USG and Industry speakers to ensure topic and logistics are met. Act as the primary point of contact with each assigned speaker on panel 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 a local or away conference. Attend conference and all associated conference committee planning meetings.
- Hotel Chair – Serve as the primary point of contact with the hotel staff to coordinate all facility requirements for the conference. Work with the SIA Business Manager and hotel staff on hotel accommodations for the Committee, Speakers, Board and Advisors, room layouts, food and beverage selections for breakfast, lunch, breaks and reception, and coordinate time schedules, meeting facilities, registration setup, etc. Attend conference and all associated conference committee planning meetings.
- Audio/Visual Chair – Work closely with the Speaker Chair to ensure that all slide presentations are complete and accurate, and that all of the speakers' A/V needs are met. Check spelling on all presentations, format to the appropriate slide master and forward all presentations to the Publications Chair for printing. Receive a copy of the final AV contract from the SIA Business Manager and introduce yourself to the Hotel AV POC. Attend conference and all associated committee planning meetings. Sit at the A/V table during the conference with assistance from the contracted A/V POC. NOTE: If you are volunteering for one of the Advanced Conferences or a Seminar where binders are not being provided, AV Chair also performs the Publications Chair position. Presentations will be formatted for the website and a printer is not required.
- Publications Chair – Attend all associated conference committee planning meetings. Once agenda is established, work with the SIA Business Manager to finalize the conference brochure for posting on the SIA Website. Obtain quotes for the binder printing and select printing company. Work with the committee and SIA Business Manager to complete the layout of the binder and obtain the necessary binder materials. Work with Speaker Chair and A/V Chair to ensure that the materials are on the proper SIA template. Format presentations to black and white for binder. Review draft binder and ensure accuracy. Attend conference and serve as a back-up to the A/V Chair during the conference.

Task Forces & Revisions to SIA Publications – Task Forces are ad hoc groups that are convened to address a specific research topic. Often Task Forces are convened to update SIA's educational publications, but an SIA member can propose a Task Force at any time. Volunteer Task Forces have developed, authored, and updated various SIA Handbooks.

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BOARD OF DIRECTORS

President –

The President is the Society's Chief Executive and Administrative officer. The President has general charge and supervision of the other officers and of day-to-day management of the property, business and affairs of the Society, all subject to the supervision, direction and control of the Board. The President is responsible for the appointment of Task Forces where needed for the creation or revision of the Society's publications or for other tasks as required, and is overall responsible for recruitment and development of SIA volunteers. The President performs such other duties and has such other authority as the Board may direct.

Vice President –

The Vice President serves as the acting President whenever the sitting President is unable to fulfill the prescribed duties of the office. The Vice President reviews all policy issues and legal matters; maintains SIA's insurance policy; by-laws, and strategic plan. The Vice President will perform such other duties as the President or Board may direct. The Vice President succeeds to the office of President in the event said office is vacant and serves out the remainder of the vacated term.

Secretary/Treasurer –

The Secretary/Treasurer serves as the Chief Financial Officer for the Society. The office of the Secretary/Treasurer is charged with, has custody of and is responsible for all funds of the Society and chairs the Board's Finance Committee. The Secretary/Treasurer pays or causes to be paid all debts and obligations of the Society, subject to the supervision, control and direction of the President and the Board.

The Secretary/Treasurer is the scribe for all meetings and proceedings of the Board and the Society's general membership. The Secretary/Treasurer issues notices of the Board's meetings at the direction of the President. The Secretary/Treasurer has charge and custody of the Society's seal and performs other duties as the President or Board may direct.

The Communications Director –

The Communications Director is responsible for managing SIA's public messages and information streams to members and the interested public. This includes management of SIA's social media accounts, as well as coordinating the drafting and delivery of regular newsletters.

The Director is also responsible for the proper functioning of the SIA website as well as any new changes, modules or features. The Communications Director will respond to media and outside inquiries in coordination with the President and the Board.

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Planning & Education Directorate –

The Planning & Education Directorate is responsible for coordinating all activities pertaining to the planning and execution of the Society's educational efforts to include conferences, seminars and speakers at business luncheons. The Directorate shall explore new opportunities for SIA's continuing education of the international trade community. The Directorate will be comprised of five Board Members of the Society.

SIA MEMBER & ATTENDEE CODE OF CONDUCT

Membership in SIA and attendance at SIA functions is subject to the observance of SIA's Code of Conduct. Any member or attendee who violates this Code is subject to expulsion from membership and may be excluded from future SIA events. The meetings and functions of SIA are designed to facilitate the free exchange of ideas and information. Information from these sessions is not for attribution or publication. Recording devices may not be used.

SIA members and attendees are expected to uphold the highest standards of personal conduct at all SIA functions. Members and/or attendees shall not solicit business or otherwise seek any private or personal financial gain in attending or participating in any SIA meeting or function; including the distribution of material not approved in advance by the SIA Board. Membership/event attendee lists shall not be used or sold for any commercial or promotional purpose.

SUMMARY

To our active SIA members, 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.

If you have any questions, please feel free to contact us at SIA@siaed.org

Thank you for your interest in becoming an SIA volunteer! We look forward to working with you on a future SIA event or project! We work hard and have a lot of fun.

Not a member of SIA? It's never too late to join! Visit our website now at <http://www.siaed.org> and sign up now.

The SIA Board of Directors