

## **Guidance for Participation in Events: Board Directors, Deputies, Committee Members, and Volunteers**

This document aims to clarify the events in which all ICF Maryland (ICF-MD) Chapter volunteers can actively engage, the approval procedures, and the necessary steps to ensure seamless coordination. By adhering to these guidelines, we can foster collaboration, maximize participation, and enhance the overall success of ICF-MD's initiatives.

### **Board Directors:**

1. Board Directors are eligible to participate free of charge in all ICF-MD events that are not a series or sponsored by or in partnership with another organization/chapter. Exceptions may be made for cost-sharing series events or events in collaboration with other organizations/chapters, such as ICF Global, other ICF Chapters, and partnered affiliates, subject to a possible discount.
2. Board Directors are approved to participate in ICF-MD events once they assume their positions.
3. Board Directors will be granted Continuing Coach Education Units (CCEU) for the free events they attend that offer CCEUs.
4. Since all Board Members are required to participate in the Annual Meeting in correlation with the election process, all who are currently in a seat or on the election ballot are granted free access to this event.
5. To honor this benefit, Board Directors are not authorized to 'transfer' their free event participation benefit to any other member.
6. Board Directors are responsible for submitting participation requests to participate in free events for themselves, their respective deputies, committee members, and active volunteers to ICF-MD Virtual Assistants (VAs).
7. The VAs will handle event registrations for all requested individuals and coordinate with the requesting Director or President Elect for managing any variations, questions, or extenuating circumstances.

### **Deputies:**

1. Deputies can participate free of charge in a maximum of four ICF-MD events per calendar year that meet the same criteria mentioned for Directors above.
2. Deputies are approved to participate in events once they assume their positions.
3. Deputies will be granted Continuing Coach Education Units (CCEU) for the free events they attend that offer CCEUs.
4. To honor this benefit, Deputies are not authorized to 'transfer' their free event participation benefit to any other member.
5. Deputies are encouraged to participate in the Annual Meeting, but their registration is not included unless they are on the election ballot.
6. Deputies must notify their respective Board Director of their interest to participate in each of the free events at least one week prior to the event. The Director will process the registration through the VA.

### **Committee Members:**

1. Committee members can participate free of charge in one ICF-MD event per calendar year that meets the criteria mentioned above.
2. Committee members must be a formal member of the committee actively engaged for at least six months before requesting to participate in a free event. Exceptions may be made in certain circumstances with approval from the ICF-MD Board of Directors or President.

3. Committee members will be granted Continuing Coach Education Units (CCEU) for the free events they attend that offer CCEUs.
4. To honor this benefit, Committee members are not authorized to transfer their free event participation benefit to any member.
5. Committee members must notify their respective Board Director of their interest to participate in each of the free events at least one week prior to the event. The Director will process the registration through the VA.

**Volunteers:**

1. Volunteers can participate free of charge in any ICF-MD event in which they are actively involved during the event. For example, if volunteers are serving as a producer for the Professional Development Committee or a host at a booth for the Membership Committee, they can participate in that specific event without any cost.
2. Volunteers should coordinate their participation and registration directly with the relevant ICF-MD event organizer or coordinator, providing necessary information about their involvement.

**General Guidelines:**

1. It is essential for all participants to adhere to the rules and guidelines set by each event organizer.
2. Participants should inform the ICF-MD event organizers promptly in case of any changes or cancellations regarding their participation.
3. Any requests for variations, questions, or extenuating circumstances should be directed to ICF-MD Board of Directors. The respective Director will coordinate directly with the individual for resolution.
4. Participation in events should align with the ICF-MD's mission and objectives.

Please note that this guidance document serves as a general framework and may be subject to modifications based on specific circumstances or ICF-MD's needs.