



RIA Volunteer Policy

I. Purpose

The RIA relies on participation from committee and task force volunteers to provide valuable insight into the restoration industry and support the association's mission and strategic goals. The RIA Volunteer Policy outlines expectations, qualifications, and term limits for volunteers who contribute their time and expertise to the organization. This policy is designed to ensure clarity and consistency in our volunteer program.

II. Expectations

Commitment

Volunteers are expected to support the RIA's mission and commit to their assigned roles and responsibilities. This commitment includes attending scheduled meetings, completing tasks in a timely manner, and adhering to the organization's policies and guidelines.

Professionalism

Volunteers must conduct themselves in a professional manner while representing the organization. This includes treating staff, other volunteers, and members with respect and courtesy. Volunteers are expected to adhere to association policies, including the RIA Code of Conduct and the RIA Antitrust Policy.

Confidentiality

Volunteers may have access to sensitive information about the organization, its members, and its operations. It is crucial that volunteers maintain the confidentiality of this information and do not disclose it to unauthorized individuals or entities. All volunteers must complete and adhere to the RIA Confidentiality, Proprietary Information & Conflict of Interest Agreement. All members participating in Advocacy and Governmental Affairs (AGA) committees, subcommittees, and task forces must sign a Non-Disclosure Agreement (NDA) with the RIA before participating in committee activities.

Conflict of Interest

Volunteers must make decisions in the best interest of the association and its members. They agree not to engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of RIA and will disclose to the RIA board any such conflicts of interest. Volunteers must recuse themselves from participation and deliberation on any matter for which they have any significant conflict of interest.

Social Media

If a volunteer's social media account mentions one's volunteer affiliation with RIA, it is advisable to place a written disclaimer on your account that the views expressed are yours alone and do not reflect the views of the association. Volunteers must not represent themselves as a spokesperson for the association and must not speak on behalf of the RIA unless given written permission from RIA Leadership. Once written permission is secured, volunteers must adhere to the RIA Social Media Policy.

Endorsements

Volunteers must not endorse or appear to endorse any product, service, or person on behalf of the RIA.

Media Inquiries & Speaking Engagements

Volunteers must not speak on behalf of the RIA unless given written permission from RIA Leadership. If permission is granted, the individual should identify himself or herself as a volunteer, not as an employee or official representative of the association. If a volunteer is authorized to present on behalf of the RIA at a public event including conferences, webinars, or podcasts, they must adhere to RIA's Speaker Policy & Guidelines.

Use of the RIA Name and Marks

Volunteers may refer to their official board/volunteer affiliation with the RIA for purposes of identifying their volunteer status within the association. The RIA logo is the Mark that represents the Restoration Industry Association®, Inc. The RIA does not permit display of the RIA logo by any organization or person other than by RIA itself unless such display has been specifically authorized in writing by the Association. Authorized use of associated RIA logos and trademarks must abide by the RIA Logo Use Policy.

III. Eligibility

Volunteers must be affiliated with an RIA member in good standing to serve as a member of a standing committee. Volunteers must possess the skills, knowledge, and experience necessary for their assigned role(s).

IV. Term Length

Volunteer terms may vary based on the nature of the role and the organization's needs. Generally, committee terms are for one year. At the end of their term, volunteers may be eligible for renewal based on their performance, availability, and the organization's needs. Renewal is not guaranteed.

V. Termination

The RIA reserves the right to terminate a volunteer's role with the association at any time for reasons including, but not limited to, failure to meet expectations, misconduct, or changes in program needs. A volunteer who is absent from three consecutive meetings or 50% of the yearly meetings of the committee or task force shall, unless such absences are excused by the Committee Chair with due cause, be deemed to have resigned from the committee.

VI. Composition

Committees and task forces are charged with specific tasks as directed by the Board or as outlined in the RIA Bylaws. RIA standing committees include the Executive and Nominating committees. Ad hoc committees and task forces assist the Board by examining a specific program or issue considered to be significant and are created and dissolved accordingly. The Chair and Co-Chair of each committee or task force are appointed by the Board President, unless otherwise specified in the RIA bylaws or governance documents. Committee chairs serve a maximum of three successive terms. All committees and subcommittees must have a chair and a co-chair.