

Supporting Information for Volunteers

Members on the Executive Board and the Development Committee as well as the Executive Director fulfill their tasks on the basis on the Code of Ethics, defined values, statutes and bylaws which include further guiding documents such as the Code of Conduct. The same applies to voluntary members of ICSSPE working groups. The following guidelines shall help officers as well as candidates for positions to better understand roles, responsibilities, and tasks.

Members of the Executive Board (EB) shall agree to the following:

- EB members shall represent membership of the organization through their election to the board.
- They shall be willing and able to attend regular online EB meetings (bi-monthly or more), annual physical meetings, and General Assemblies regularly.
- They shall be able to participate and lead ad hoc working groups of the organization, as well as attending their respective regular meetings.
- They shall be able to attend meetings and seek funding from their organization to pay for corresponding financial expenses.
- They are requested to respond to incoming emails from other EB / working group members and from the Executive Office within one week.

Members of the Development Committee (DC) shall agree to the following:

- DC members shall represent membership of the organization through their election to the committee.
- DC members shall be prepared to represent the Committee and the entire organization at meetings.
- They shall be willing and able to attend online Committee regular meetings (bi-monthly or quarterly), annual physical meetings, and General Assemblies regularly.
- They shall be able to participate and lead ad hoc working groups of the organization, as well as attending their respective regular meetings.
- They shall be able to attend meetings and seek funding from their organization to pay for corresponding financial expenses.
- They are requested to respond to incoming emails from other Committee / working group members and from the Executive Office within one week.