

VOLUNTEER HANDBOOK

What volunteers
need to know about IHS
volunteer responsibilities

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WELCOME

Dear Prospective and Current IHS Volunteers,

Thank you for making the commitment to lend your time and expertise to the International Hearing Society (IHS). IHS could not accomplish its mission of protecting and growing the hearing healthcare profession without the support of member-volunteers like you.

IHS volunteers bring fresh ideas, renewed energy, vital expertise on subject matters, and heartfelt dedication to the work of our Society. Joining the ranks of those individuals who aspire to give back to the profession means your volunteer work with IHS will leave a lasting legacy to inspire a new generation of professionals.

Volunteering can lead to:

- Satisfaction in knowing that you are contributing to the success of your profession and society
- The opportunity to build your network with peers of stature in the profession
- The chance to collaborate with team members from around the continent
- Resume-building experiences of teaming and leadership

Please review this handbook and use it as a reference as you apply and, if selected, throughout your term of service.

On behalf of the IHS Board of Governors and your staff, thank you for the time and attention you have committed to your profession through this valuable opportunity to serve.

With gratitude,

A handwritten signature in black ink that reads 'Alissa Parady'.

Alissa Parady
Executive Director



Alissa Parady
Executive Director

ORGANIZATIONAL OVERVIEW

Mission

To protect, represent, and promote the interests of hearing healthcare and hearing healthcare professionals.

Vision

Empowering hearing healthcare professionals to deliver high-quality, accessible hearing care.

Core Values

Service | Learning | Integrity | Inclusion | Collaboration | Engagement

Governing Structure

International Hearing Society is a member-driven organization. The Board of Governors, comprised of hearing aid professionals, is elected to oversee the Society's strategic direction, and represent the membership.

Committee appointments are made by the President who serves during the committee term, and committees report to the Board of Governors. This means, for example, that when a committee suggests a revision to an organizational policy, the recommendation goes to the Board for review before it becomes final.

IHS Board of Governors

View the [current leadership listing](#). The Board of Governors consists of a President, President- Elect, Secretary, Treasurer, Past President, and Territorial Governors representing the eight IHS Territories and Canada.

Impact of the Organization

As the association representing hearing aid professionals (hearing aid specialists/hearing instrument practitioners) worldwide, IHS is the leading organization that advocates for, and develops and maintains standards and policies governing the profession.

THE IMPORTANCE OF VOLUNTEERISM

Have you ever wondered:

- How are key IHS policies and products created?
- Who decides the content to be included in the *Distance Learning for Hearing Healthcare Professionals* course?
- Who oversees the Society's written licensing examination?
- Who developed the *IHS Managed Care Guide*?

The answer is "Committees!"

Without dedicated member-volunteers, these important publications and certain other products and services simply would not exist. The Board of Governors (volunteers) set the organizational strategy, which the staff carry out while working together with the IHS members who serve on committees. Committees influence educational projects, advocacy and legislative moves, and editorial content.

The work carried out and created by IHS volunteers leaves a lasting effect on the Society. In the process, volunteers gain valuable leadership experience and earn the respect of their peers.

Committee Member Rights and Responsibilities

- IHS links volunteers to the achievement of the Society's mission, providing the appropriate human and financial resources to support the volunteer and committee program, and establishing policies for effective management. Policies and procedures are adopted by IHS to provide a framework that defines and supports the involvement of volunteers.
- Volunteer assignments address the goals of IHS and involve volunteers in meaningful ways that reflect the abilities, needs, and backgrounds of the volunteer and the organization.

CODE OF CONDUCT

IHS member volunteers shall abide by a volunteer Code of Conduct.

IHS member-volunteers shall:

- Fulfill assigned duties of the committee(s) to which they are appointed.
- Communicate promptly any planned absence or inability to perform duties.
- Report any actual or potential conflict of interest to the IHS staff liaison.
- Keep confidential all information and work products accessible through their committee appointment.
- Engage respectfully and in good faith with the Board of Governors, committee members, IHS staff, and others.
- Abide by IHS' Travel Policy for all committee-related travel.
- Comply with all applicable laws, rules, and regulations during committee work.
- Refrain from acting, or giving the appearance of acting, as a spokesperson of IHS whether in-person, virtually, and/or on social media.
- Maintain respectful dialogue and decorum and behave conscientiously, honestly, and in accordance with the best interests of the organization while acting in a committee role.

Further:

- IHS does not tolerate harassment of any kind.
- Any media requests or requests for comment about IHS activities, including committees, shall be referred to the IHS staff liaison.
- Committees shall operate on a consensus basis.

VOLUNTEER APPLICATION PROCESS

A [general volunteer application form](#) is available year-round to express your interest in supporting IHS and our mission.

A [committee application form](#) will be made available every even year for the following two- year term. The committee application form can be found on the IHS website and will be announced to IHS membership when open for submission.