



The Federation of State Massage Therapy Boards

FSMTB Policy on Volunteer Management

Preface: To strengthen the success of FSMTB in following our mission we will combine and coordinate the efforts of our members and other volunteers to develop, manage, and complete useful and relevant tasks based on the Board of Director's approval relating to programs. This policy serves to establish protocols and procedures for managing volunteers.

Criteria. The appointment of volunteers is based on the following criteria:

1. Demonstrated interest in the profession and FSMTB's mission
2. Willingness to serve — commitment
3. Ability to serve — time
4. Something of value to contribute — knowledge and skill
5. Professional reputation and ethics
6. Reliability — will assume necessary responsibilities
7. Accountability - will be accountable for cooperative effort and timely completion of tasks
8. Leadership and communication skills
9. Geographic diversity – representation from different geographic areas

Recruitment. Volunteer opportunities and application form including instructions about how to volunteer may be made available by the following:

1. The FSMTB's publications and web site.
2. Survey of members.
3. Announcement or request for volunteers at the annual meeting.

Application

1. All applicants must submit a Volunteer Application to FSMTB home office.
2. The home office will maintain a record of Volunteer Applications that is available for review by the BOD. Volunteer Applications for non-active volunteers will be retained for a maximum of two years.
3. Applicant will be informed by letter of appointment or non-appointment. If applicant is not appointed to position for which s/he applied, application will be kept on file and considered for other positions when appropriate.
4. Prior to appointment, all volunteers will submit a signed Conflict of Interest Disclosure Form.

Volunteer Management

1. The FSMTB will provide volunteers with volunteer policy information and estimate of time commitment.
2. The FSMTB will provide appropriate training and orientation to assist volunteers in the performance of their volunteer activities.

Applicability of Other FSMTB Policies

All volunteers will be familiar with and comply with the following FSMTB policies:

1. Conflict of Interest and Disclosure Policy

2. Non-discrimination Policy
3. Media Relations Policy
4. Expense Reimbursement Policy
5. Volunteer Policy
6. Code of Conduct

Adopted 2011.06.03