INVESTMENTS & WEALTH INSTITUTE®

VOLUNTEER APPLICATION & EXPECTATIONS

Thank you for your interest in volunteering with Investments & Wealth Institute. The Institute depends on volunteers to help support and promote its programs and services. The information you provide will be used to match your interests and experience with volunteer positions. Please complete the information below and submit this application with any additional professional or biographical information to Investments & Wealth Institute at info@i-w.org.

First Name: ______________________ Last Name: ______________________
Organization: ______________________ Title: ______________________
Address: ______________________
City: ______________ State: ________ Zip Code: __________ Country: ______________
Phone: ______________________ Email: ______________________
Professional Profile Link: ______________________

I am interested in volunteering for the following committees or task forces: (check all that apply)

- ☐ **Admissions Committee**
- ☐ **Annual Conference Committee**
- ☐ **Awards Committee**
- ☐ **Behavioral Advisor Forum (BAF) Committee**
- ☐ **Canadian Advisory Council**
- ☐ **Certification Examination Item Writers**
- ☐ **Certification Item/Test Form Review Task Force**
- ☐ **CIMA Certification Commission**
- ☐ **CPWA Certification Committee**
- ☐ **Government Relations Committee**
- ☐ **Hearing Panel**
- ☐ **Investment Advisor Forum (IAF) Committee**
- ☐ ***Investments & Wealth Monitor* Editorial Advisory Board**
- ☐ ***Journal of Investment Consulting* Editorial Advisory Board**
- ☐ **Media Source Bureau**
- ☐ **Membership Committee**
- ☐ **Professional Review Board (must be nominated)**
- ☐ **Retirement Management Forum (RMF) Committee**
- ☐ ***Retirement Management Journal* Editorial Advisory Board**
- ☐ **Strategic Retirement Advisory Council**
- ☐ **Wealth Advisor Forum (WAF) Committee**
- ☐ **Other Task Forces (as needed)**

* Time commitment varies and is dependent upon the discretion of the staff liaison. Descriptions of each committee and task force may be found at https://investmentsandwealth.org/about-us/governance/volunteer-committees.

Primary Area of Expertise: ______________________

Designations/Licenses/Certifications Held: ______________________

Committee Experience:
☐ I have served on an Investments & Wealth Institute committee(s) before.
Committee Name(s): ______________________ Year(s): ______________

☐ I have served on a non Institute committee(s) before.
Committee Name(s): ______________________ Years(s): ______________
Committee Purpose (s): ______________________

Professional Background (please include position, organization, and description of relevant experience): ______________________

Educational Background: ______________________

Other Related Responsibilities: ______________________

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EXPECTATIONS

The Institute operates several types of committees and task forces:

1. Working committees charged with developing conference programs, editorial works, examinations, or policies
2. Advisory committees responsible for generating new ideas and suggestions for improvement
3. Subcommittees of the board of directors
4. Certification Examination Item Writers and Test Form Review Task Forces

Active committees are listed on our website at https://investmentsandwealth.org/about-us/governance/volunteer-committees.

Submitting this application does not guarantee a volunteer position with Investments & Wealth Institute. Submissions are accepted throughout the year and maintained on file for when volunteer openings arise. Potential volunteers will be contacted by Institute staff to discuss specific openings when interests and needs appear to be a match.

COMMITMENT

Commitment is variant upon committee/task force and will be discussed with staff liaison in the selection process for a committee position.

Qualifications—We seek individuals from broad geographical locations, diverse educational backgrounds, and diverse areas of practice. To serve on a committee individuals must maintain active membership in the association. Previous experience serving as a volunteer for the Institute or a similar national association is desirable but not required.

Expectations—Volunteers should be willing to actively contribute to committee work and projects, participate in conference calls, attend in-person meetings, and develop/review documents as necessary. Please review further volunteer expectations below. Select volunteer opportunities may require travel. Travel expenses will be paid for by Investments & Wealth Institute.

All volunteers are expected to:

- Demonstrate knowledge of Investments & Wealth Institute mission, objectives of the committee/task force, programs and services to assist in the evaluation of strengths, weaknesses, needs, and other issues.
- Accept projects and assignments as requested.
- Demonstrate an awareness of trends in committee/task force area of focus.
- Demonstrate respect for fellow committee/task force members, other points of view, and member contributions.
- Ask difficult questions as appropriate to further the goals and objectives of the committee/task force.
- Serve the goals and mission of Investments & Wealth Institute rather than outside special interests.
- Avoid any appearance of conflict of interest by disclosing any conflicts of interest in a timely manner and signing a conflict of interest policy.
- Maintain independence and objectivity, behave with a sense of fairness, ethics, and personal integrity in accordance to the Investments & Wealth Institute *Code of Professional Responsibility*.
- Inform chair/staff member prior to meetings/conference calls or other committee events of necessary absences.
- Shall not engage in conversations which may be in violation of federal anti-trust statutes.
- Show up prepared and ready to participate in meetings/conference calls/committee events or other requested activities.
- Maintain confidentiality of committee/task force dialogue and discussions.
- Suggest agenda items as requested/appropriate to committee objectives/purpose.
- Demonstrate respect for staff liaison's participation and support of committee/task force.
- Refrain from providing personal references, discussing staff performance, and engaging in dialogue with staff concerning any personnel or personal issues.
- Avoid any appearance of favorability by refraining from requesting special treatment or favors.

By submitting this application you agree that you have read and clearly understand the expectations required to meet the standards for volunteering with Investments & Wealth Institute. You agree that the information you provided is accurate and truthful to the best of your knowledge.

Signature: ____ Date: ______________________________

SUBMIT