



International Association for Volunteer Effort

GUIDELINES FOR IAVE - NATIONAL REPRESENTATIVES

Adopted by the IAVE Board of Directors on May 6, 2015

1. A National Representative shall serve as an IAVE National Representative for no more than three two-year-terms (6 years) unless the IAVE President, at the recommendation of the Regional Representative, approves an exception.
2. The National Representative must be an IAVE member in good standing (have valid paid membership) throughout his/her term.
3. All current National Representatives are members of the National Representatives Network.
4. A National Representative shall be allowed to include the IAVE position in his/her contact information, as shown below:

“Logo Red V”

(Title) First name - Last Name

National Representative for (Country XXX)

International Association for Volunteer Effort (IAVE)

12345 Volunteer Street (NR's address)

City, Country 11111

www.iave.org

5. A National Representative shall be allowed to use the IAVE logo (the V with or without “IAVE” written underneath it) and the name of the International Association for Volunteer Effort (IAVE) on his/her presentations, business cards and letterhead paper to address, thank, or outreach any potential members, corporations, governments and audiences within his/her specific country as it relates to IAVE and volunteering.
6. A National Representative shall be allowed to convene meetings and make presentations within his/her country regarding IAVE’s vision, mission, and purpose, and provide information regarding membership, as well as regional and world IAVE conferences.

7. A National Representative shall be allowed to share with local audiences the benefits of IAVE membership by showing e-news/bulletins, books, documents, and materials which are distributed by IAVE or linked to the IAVE website (www.iave.org) and are public records, and shall be allowed to translate them into the language(s) of that country for distribution.

8. A National Representative shall be allowed to convene and host an IAVE National Meeting or a meeting specifically to introduce people to IAVE and promote membership including an approved presentation about IAVE. A National Representative, however, shall not be allowed to say or imply that IAVE “co-hosts” or “sponsors” any training, workshop, or other volunteer-related event in his/her country other than what is mentioned in point 8 above without prior approval of the Regional Representative and the IAVE Secretariat.

9. A National Representative shall be allowed to collect IAVE’s membership dues and membership application forms from people in his/her country who 1) can not send in a personal check payable in the USA OR 2) do not have or make use of a credit card – in order to facilitate the payment, but must immediately notify the IAVE Secretariat of this and submit the form and payment needed to activate the membership application/renewal.

10. A National Representative shall be allowed to receive IAVE pins (when available) to deliver to the membership in his/her country, and distribute them to paid members.

11. A National Representative is encouraged to reach out to leaders of volunteering within his/her country with the goal of developing an IAVE Country Team comprised of leading IAVE members in that country.

12. A National Representative shall be allowed to contact any business agency, corporation, or government agency to provide awareness of opportunities for IAVE trainings, IAVE-sponsored national or regional corporate volunteer councils, as well as the IAVE Global Corporate Volunteer Council, in coordination with the IAVE Secretariat.

13. A National Representative shall submit an Annual Work Plan to the Regional Representative and the Representative of National Representatives (RNR) with a cc to the IAVE Secretariat and the IAVE World President no later than 30 days of their approval to be National Representative, and an Annual Report at the beginning of each calendar year with actions taken, activities done, and services provided on behalf of IAVE during the past year, and those being planned for the coming year.

14. A National Representative is to immediately report to his/her Regional Representative and the IAVE Secretariat, with a cc to the IAVE World President and IAVE Board Representative of National Representatives, any situation, which

obstructs his/her representation, or the fulfillment of his/her obligations, or any situations that can negatively affect the reputation or mission of IAVE.

15. A National Representative shall contribute to the overall work strategy of IAVE by submitting news, pictures, contacts and any references that can contribute to the vision and mission of IAVE at least four times a year.

16. A National Representative shall be committed to respect, enhance, and follow instructions or guidelines provided and entrusted to him/her by the organization.

17. At the end of his/her term a National Representative shall submit an Exit Report to the Regional Representative and the Representative of National Representatives (RNR) with a cc to the IAVE Secretariat and the IAVE World President, with an inventory of any materials, banners, records, and names of contacts affiliated with IAVE within that country, and pass these items or resources on to the newly appointed National Representative.

18. A National Representative shall commit to making every effort to participate in the IAVE Regional and World Conferences and to promote these conferences within hi/her country. A National Representative may benefit from a possible scholarship or half-scholarship to attend conferences depending on funding and how active the NR is.