2024 I.C.E. Volunteer Opportunities

Getting involved in your professional association brings even greater value to your membership experience. Through your volunteer role with I.C.E., you can:

* Gain fresh and new industry knowledge and perspective,
* Increase your industry expertise, and
* Nurture deeper connections with knowledgeable industry peers.

Identify the involvement opportunity that makes the most sense for your background, interests, and expertise.

[**Submit a volunteer interest form by Friday, November 17.**](https://www.surveymonkey.com/r/2024VolICE)

## Volunteer Opportunities

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*While we make every effort to accommodate your top choice, final decisions for appointments will be based on a variety of factors determined by I.C.E. management. If you are committed to getting involved in any capacity, please list multiple preferences!*

# 2024 I.C.E. Committees

## Annual Conference Program Committee

**Chair**: Erica Brown, MBA, ASIS International

**Vice Chair:** Mary Rehm, CAE, ICE-CCP Rehm Partners

**Staff Liaison**: Katie Scott, CAE

**Meetings**: Monthly conference calls December – October. **Two-year time commitment required.**

**Charges:**

* Determine desired topic areas for I.C.E. Exchange
* Solicit and review proposals for I.C.E. Exchange
* Determine possible speakers, including keynotes for the I.C.E. Exchange
* Prepare and host a first-time attendee event for the I.C.E. Exchange
* Introduce speakers and monitor break-out sessions at I.C.E. Exchange
* Assist with promoting I.C.E. Exchange through social media and other outlets.

## Diversity, Equity, & Inclusion Committee

**Chair:** Mark Franco, Esq., ICE-CCP, Whiteford, Taylor & Preston

**Vice Chair:** Avis Bullard, MS, ASQ-CSSBB, Board of Pharmacy Specialties

**Staff Liaison:** Denise Roosendaal, FASAE, CAE

**Meetings**: Monthly

 ***Charges:***

* Engage the membership in designing a DE&I Plan for I.C.E. that resonates, is appropriate for the credentialing community, and focused internally as well as externally.

## Education Committee

**Chair**: Nicola Wright, BA, CAE, Board of Canadian Registered Safety Professionals

**Staff Liaison**: Grace Calloway

**Meetings**: Monthly meetings January-October

**Charges:**

* Topic Identification for Webinars
	+ Brainstorm webinar themes.
	+ Identify relevant topics and presenters of 60-minute webinars (10 webinars/year).
	+ Speaker recruitment and review of bi-annual content.
* Webinar Hosting
	+ Support planning the meeting with experts to discuss and confirm content.
	+ Moderate I.C.E. webinars.
	+ Promote webinars on social media.
* Make recommendations to I.C.E. for the development of new educational offerings.

## Government Affairs Committee

**Chair**: Shannon Fleming, Board of Certification for the Athletic Trainer

**Vice Chair:** Katherine Landsberg,Dental Assisting National Board

**Staff Liaison**: Denise Roosendaal, FASAE, CAE

**Meetings**: Quarterly conference calls

**Charges:**

* Provides updates on federal and state legislative matters affecting the credentialing community.

## Membership Outreach Committee

**Chair:** TBD

**Staff Liaison**: Guy Nagbe

**Meetings:** Monthly conference calls, January– April, then as needed

**Charges:**

* Make retention calls to non-renewing members, monitoring and reporting to I.C.E. Management renew decisions.
* Welcome new members to I.C.E. and spread awareness of I.C.E. membership benefits.

## Research & Development Fundraising Committee

**Chair:** Kate Slagoski Kahoa, MEd, PSI

**Vice Chair**: Shelby Williamson, ICE-CCP

**Staff Liaison**: Denise Roosendaal, FASAE, CAE & Grace Calloway

**Meetings**: Monthly conference calls between April-October

**Charges**:

* To assist management in raising the annual amount for the R&D initiative
* Raise funds for the annual Research & Development Program for I.C.E.

## Publications & Editorial Committee

**Co-Chairs:** Tara Myers, PhD, American Nurses Credentialing Center and Colin Biddle, PMP

**Staff Liaison**: Juliana Ludema McPherron and Kristin Frankiewicz

**Meetings**: Quarterly full committee conference calls. Review Panels will meet as needed. Two-year time commitment requested.

**Charges:**

* Identify relevant topics, authors, and interviewees to be published on the I.C.E. content hub, Credentialing Insights
* Assist with author recruitment and review of monthly online content. Editorial committee members are not required to write articles but are welcome to do so if writing is an interest.
* Review current publications for relevancy, timeliness, etc.
* Survey the members on potential topics, if applicable
* Solicit & review I.C.E. white paper proposals and select proposals for drafting.
* Review and edit white papers in peer review panels.
* Promote completed white papers.
* Make recommendations to I.C.E. for development of new publications as needed.

## Public Member Committee

**Chair:** Rebecca LeBuhn, MA

**Vice-Chair:** Beverly Black, MHSA, CAE, National Commission on Certification of Physician Assistants

**Staff Liaison:** Katie Scott, CAE

**Meetings**: Monthly conference calls

**Charges:** To cultivate the public member network within I.C.E. and to promote awareness and appreciation for the value of public members among I.C.E. member organizations.

* Establish an active Public Member Community.
* Encourage organizations to update their Public Member within their group profile.
* Increase public member attendance at the I.C.E. Exchange.

# 2024 I.C.E. Task Forces

Task Forces are designed to meet a specific goal or task in up to one year. The following Task Forces have been established or are under development. Some may not kick off until mid-year.

## Growth Ambassador Task Force

**Leadership:** TBD

To assist management in developing and refining growth plans for programs, products, and membership growth across all segments and credentialing approaches. Seeking individuals familiar with I.C.E. programs and services with an interest in marketing (traditional and digital strategies.)

## Micro-Volunteering Opportunities

Micro-volunteering allows you to volunteer for specific projects without the year-round commitment. I.C.E. staff will contact micro-volunteers throughout the year as opportunities arise.

* **Online Community Curators** – Volunteer for one month to help the flow of discussions and questions within I.C.E.’s online communities.
* **Educational Micro-learning Contributors**— I.C.E. relies on the credentialing field to develop timely and relevant educational resources. Volunteers will be invited periodically to develop or review online content based on your areas of expertise.
* **Marketing Focus Groups** – I.C.E. is always interested in member perspective on a variety of topics or proposed products/programs. Volunteering to serve in our focus groups would require attendance in periodic calls or meetings at I.C.E. Exchange.
* **Social Media Ambassadors** – I.C.E. can be in all places at all times. We could use some assistance in monitoring social media channels for topics related to credentialing.

# I.C.E. Research Think Tank

In 2023 I.C.E. underwent a “Research Rethink” which resulted in a new design of how I.C.E. approaches its valuable research program. This new design features a think tank approach with several working groups to increase the impact and dissemination of our research products. If you are interested in expanding the reach of I.C.E.’s research, we need you!

I.C.E. is seeking volunteers who want to support this initiative and/or have experience revolutionizing an organizations’ approach to research activities. Specifically, we are looking for individuals with experience in strategy, data visualization, grant writing or funder relationships, and research marketing.

# 2024 Volunteer Interest Survey

Complete this survey to share your interest by Friday, November 17, 2023: <https://www.surveymonkey.com/r/2024VolICE>

Please direct any questions to info@credentialingexcellence.org.