

Volunteer Committee Guidelines and Expectations

The American Midwifery Certification Board (AMCB) acknowledges the invaluable contributions of its dedicated volunteers. To ensure a positive and productive experience for all involved, the following guidelines and expectations have been established for our volunteer board and committees. These guidelines aim to provide clarity and foster effective collaboration as we carry out the AMCB's mission.

Meetings and Attendance:

- Volunteers are expected to attend scheduled committee meetings and be punctual.
- If unable to attend a meeting, volunteers should notify the committee chair and staff member as soon as possible.
- Active participation, engagement, and constructive contributions are encouraged during meetings.
- Members contribute to the flow of meetings by coming prepared to share (in writing when applicable), reviewing items before the meeting, having all necessary materials open and available during the meeting, and taking notes as necessary.
- Meetings are conducted by and for subject matter experts selected by AMCB. The staff may or may not participate in some/all of committee meetings.
- Volunteers are expected to submit the required documentation for reimbursement within the timeframe and parameters outlined in the AMCB Travel Policy. Staff are responsible for processing the submitted paperwork in a timely manner.

Roles and Responsibilities:

Committee chairs

- Chairs represent the committee in board meetings, lead and contribute to meetings, complete assignments, help organize the workload between members, and define timelines.

Committee members

- Members complete their designated assignments in agreed upon formats (in a timely manner) and contribute to committee meetings.

Staff members

- Staff serve as the connection between the committee and the organization by fostering a working partnership with the chair of the committee. Staff duties include meeting coordination and filing/archiving, compiling, and dispersing materials. Staff may create finalized products or enter items into the AMCB database based on the committee's purpose.

Confidentiality and Professionalism:

- Volunteers may have access to sensitive information or discussions during meetings.
- It is essential to maintain confidentiality and not disclose any confidential or proprietary information without appropriate authorization.
- Volunteers should exhibit professionalism, respect, and courtesy in all interactions with each other, staff, and stakeholders.
- Volunteers must sign and return the confidentiality, commitment to serve, and conflict of interest disclosure forms at each major meeting (typically fall and spring).
- Volunteers should understand there is an expectation that they will read and address all items within the scope of practice objectively regardless of personal beliefs.

Communication and Reporting:

- Clear and timely communication is crucial for effective committee work.
- Volunteers should punctually and actively participate in communication channels, such as email and shared documents.
- Regular progress updates or deliverable submissions may be required as determined by the committee chair.

Collaboration and Teamwork:

- Volunteers should foster a collaborative and inclusive environment within their committees.
- Volunteers should respect diverse perspectives, encourage open dialogue, and contribute to a positive team dynamic.
- Volunteers should support one another, share ideas, and work collectively towards achieving committee goals.

Training and Development:

- AMCB may provide training opportunities, resources, or workshops relevant to committee work and/or the AMCB mission.
- Volunteers are encouraged to take advantage of these opportunities to enhance their skills, knowledge, and understanding of the organization's mission and values.

Respect for Policies and Procedures:

- Volunteers must adhere to the policies, procedures, and guidelines set forth by AMCB.
- This includes following ethical guidelines and any specific requirements related to the designated committee.

Recognition and Appreciation:

- AMCB truly values and appreciates the contributions of its volunteers.
- Each volunteer is eligible to claim contact hours toward recertification at the discretion of the committee chair (10 hours max for committees, 2 for subcommittees). Certificates are available upon request to prove participation in committees. Board and committee members are also able to receive 1 complimentary article set per year as thanks for their commitment.

By adhering to these Volunteer Guidelines and Expectations, AMCB volunteers can work together effectively, promote the organization's mission, and contribute to the growth and success of midwifery.

Board and Committees

Board of Directors (BOD): The AMCB is governed by a Board of Directors (BOD) comprised of 11 volunteer members and 1 ex-officio member. [Click here for detailed information.](#)

Certificate Maintenance Program (CMP) Committee: The committee works with the appropriate staff to develop and maintain a recertification program that assesses and enhances the continuing competencies of the certificants. Conditions of the CMP Program are outlined in the CMP Brochure and on the AMCB website. The committee also produces one new module for the program each year. [Click here for detailed information.](#)

Credentials, Administration & Reporting (CAR) Committee: The chair maintains and reviews the Candidate Handbook for new applicants and presents recommended changes to the BOD for approval. The handbook contains the operating procedures for the credentialing of candidates, the administration of the examination, preparation of results to candidates, and the policies for certificate maintenance. This committee is also responsible for handling candidate concerns regarding eligibility, the application process, administration of the exam, or ADA and escalating these concerns to the Executive Committee as needed. [Click here for detailed information.](#)

Discipline Committees: The Discipline Chair reviews official complaints and works with staff to create a committee compiled of appropriate subject matter experts certified by AMCB. Complaints are presented to the committee. The committee meets in a timely manner to discuss and determine the facts presented for the specific case and determine if additional documentation is needed. Recommendations are made and presented by the staff liaison to the Executive Committee for Discipline. [Click here for detailed information.](#)

Examination Committee: The committee works closely with the Test Consultant(s) and meets as needed to review new examination questions submitted by the External Item Writing Sub-Committee. This process is based upon the "Examination Construction Procedures and Guidelines" document. The committee annually reviews examination specifications and the content outline. Recommendations are made to the BOD if a new Task Analysis is indicated. A statistical report of item and test performance and the candidate critiques is reviewed by committee members collaboratively with the Test Consultant at committee meetings. [Click here for detailed information.](#)

Finance Committee: The committee reviews the proposed annual operating budget presented by the CEO. After any appropriate revisions, the committee accepts the budget. The committee chair then presents the budget to the BOD for approval. Accurate, timely, and meaningful financial statements are prepared and presented to the BOD. Recommendations are prepared and presented to the BOD regarding large expenditures outside the normal operating budget. Recommendations are given to the BOD regarding auditing and investment firms when needed. [Click here for detailed information.](#)

Research Committee: The committee develops and periodically reviews the policy for submission of research proposals requesting access to AMCB data. The committee, in conjunction with a psychometrician, conducts a task analysis study of newly certified CNMs/CMs (i.e., the Task Analysis of Midwifery Practice) to ensure that the content outline and test specifications for the national certification examination reflect current midwifery practice. A new Task Analysis should be completed within 5 years of the publication of the prior Task Analysis. The committee also conducts internal research relevant to the mission of the organization. [Click here for detailed information.](#)