Volunteer Support Policy

(last edited October 26, 2026)

International Legal Technology Association (ILTA)

Effective Date: [Insert Date]

1. Purpose

This policy outlines the framework for supporting volunteers who contribute to the mission and operations of the International Legal Technology Association (ILTA). It is designed to promote transparency, consistency, impartiality, and sustainability in ILTA's allocation of support to its volunteers.

2. Guiding Principles

- **Recognition & Retention:** The policy encourages continued engagement and acknowledges the value of the time ILTA's volunteers contribute.
- **Impartiality:** The policy strives to support volunteers fairly based upon the level of their contributions.
- **Transparency:** The criteria for support are clearly defined and communicated.
- **Sustainability:** The type and extent of support aligns with ILTA's financial resources.
- **Breadth:** The support reinforces participation by volunteers from all ILTA's participants from a variety of organizational types.

3. Eligibility and Assessment Factors

Volunteer support will be determined based on the following factors:

3.1 Level of Responsibility
Roles with greater scope and decision-making authority (for example, Board, Council, or event leadership) may justify higher levels of support.

3.2 Time Commitment
The average and total hours required for the volunteer role in general and/or time required for participation during a conference or event.

3.3 Scope of Role
The impact, breadth of exposure, visibility, and strategic relevance of the role or team to ILTA's mission.

3.4 Professional Obligations

The impact of volunteering for ILTA upon a volunteer's ability to fulfill obligations to an employer. This includes attendance at events and meetings that require significant time away from a volunteer's job. The policy recognizes that some roles require attendance at events or meetings where the volunteer would normally be attending on behalf of and for the benefit of the employer but cannot gain that full benefit due to volunteer obligations.

3.5 Financial Considerations

Personal financial obligations assumed by volunteers when serving in ILTA roles, including expenses incurred to attend essential conferences or events for which employers do not reimburse.

4. Support Structure

4.1 Eligible Volunteers

Below find the groups, with example roles, eligible for volunteer support. This list may be amended from time to time. Additionally, ILTA's CEO has discretion to extend support to volunteers in roles not listed below.

Groups	Example Roles
Strategic Leadership	Board members, Council co-chairs, Board-level advisory committees
Event Leadership	Event planning chairs; event committee leads and coordinators
Event Support	Event committee members, planning teams
Program Leads	Committee co-chairs, Advisory Group chairs, SIG chairs
Program Support	Committee members, team members, advisory group members, task force members, Member Liaisons, Ambassadors
Episodic Volunteers	Event volunteers
Content Contributors	Speakers, writers, reviewers

4.2 Specific Support Benefits

The specific support structure can be found in the Volunteer Support Benefits page of the ILTA web site.

4.3 Travel and Expense Reimbursement

For all travel/expense support, please see the Volunteer Travel and Reimbursement Policy.

5. Policy Development and Implementation

5.1 Responsible Groups

The Volunteer Council will ensure the policy as well as the existing and proposed forms of volunteer support are reviewed at least annually. It will solicit input from Committee members, senior volunteer leaders, the Board, and senior ILTA staff as appropriate regarding revision, addition, and removal of support options. After the initial implementation, the annual review should occur in September or October to align with development of the annual ILTA budget and announcement/discussion at the October Volunteer Meeting.

5.2 Financial Assessment

The financial impact of each support option, including direct expense and indirect expense (such as loss of event registration revenue) will be itemized in the Volunteer Council's proposal. ILTA staff will assist with compiling the data necessary to complete the assessment.

5.3 Volunteer Impact

The constituency for each support option will be clearly identified. The specific manner by which each option supports volunteers in their roles and in advancing ILTA's mission will be detailed. Staff will assist with compiling the data necessary to complete the assessment.

5.4 Review and Approval

The Volunteer Council will present its recommendation to the ILTA senior leadership team for review. The Chief Operating Officer and Chief Executive Officer will consolidate input from the senior leadership team and present it to the Board for approval. If there are recommended changes for volunteer support which result in a financial impact to ILTA, a Board resolution will be required to approve the recommendation.