

Committee Volunteer Gateway Reference Guide

Use this guide to navigate our new Volunteer Gateway with ease. Discover how you can contribute, connect, and make an impact—get involved today!



The [Committee Volunteer Gateway](#) is a portal where members can **review the list of current volunteer opportunities**, **submit a Volunteer Form** to join a Committee, and create or enhance your **Volunteer Profile**. Let's get started!

From the ISMPP.org home page, you can find the Volunteer Gateway under Committees, or you can bookmark [Committee Drive - Volunteer Gateway - International Society for Medical Publication Professionals](#).

1. Review Committee Volunteer opportunities

- Volunteers may apply to potentially join up to two committees. ISMPP will try to accommodate your first choice as much as possible. We strongly recommend that a volunteer ultimately be part of only one committee per committee year
- The list of volunteer opportunities includes all committees that are part of the Volunteer Drive
 - You can filter opportunities by **Name, Qualifications, and Location** for easy navigation. Other filters remain consistent across committees and should not be used for customization
 - To enhance searchability, opportunities can be sorted alphabetically, and the number of listings per page can be adjusted to 20, allowing you to view all committees at once

- Each committee listing provides key details, including the sign-up deadline and the approximate start date for the new committee year
- Click on a committee name to explore the opportunity in greater detail
 - Committee dates appear above their descriptions. Most committees operate on a September-to-September cycle, while meeting program committees run for a portion of the year leading up to their respective events
 - Each committee description offers a concise summary of its objectives, activities, focus areas, and overall impact, highlighting how the committee contributes to ISMPP and its members
 - **What's New** – Features any updates to the committee's scope or remit
 - **Keep in Mind** – Reinforces essential aspects of volunteering, such as time commitment and accountability, ensuring a meaningful and rewarding experience
- Committee qualifications are provided to help member-volunteers recognize how their skills and experience align with the opportunity
 - Qualifications may be based on areas of expertise, level of professional experience, or location. For CMPP™ program opportunities, the CMPP™ credential is required
 - Eligible committee member-volunteers must meet at least one of the qualifications to participate
- Each committee has a set number of volunteer positions available to ensure effective collaboration and meaningful participation. While we welcome all interested members, placement depends on availability and alignment with qualifications
- **Experience Required** serves as a general qualification guideline, offering broad criteria to help volunteers assess their alignment with committee opportunities
- Points are awarded to each member-volunteer who actively participates in the committee. The point system is described in greater detail below

2. Completing the Volunteer Form

- Click **Apply Today!** button to access the volunteer form
- The form includes an open text section for you to briefly (~50-75 words) describe your background and experience that would contribute to the focus areas and objectives for the committee of interest
- **Opportunity Preference Level** – Where you indicate whether this committee is your first or second choice
- **Areas of Expertise** – Review the full list and select all that apply to you
- Other fields in the form are prepopulated with information from your ISMPP Member Profile. Please update your Member Profile first if something is not correct
- **Volunteer Commitment** – By submitting your application, you acknowledge your understanding of these commitments and attest to your ability to engage fully in committee activities. Four key aspects of the volunteer commitment are:
 - Engaging actively and consistently throughout the committee year, with flexibility for extenuating circumstances
 - Attending periodic committee meetings (weekly for Meeting Program Committees); and separate workstream meetings, as applicable
 - Contributing to Committee activities outside of scheduled meetings, as much of the work occurs between meeting sessions
 - Being available for meetings outside of regular business hours, as necessary, to accommodate committee members across different locations and time zones
- **Interested in serving as Committee Chair?** – Committee Chairs create momentum, inspire others, and lead the overall direction of the Committee
 - Indicate your interest in serving as a Chair by toggling the button to **“Yes”**
 - Note: Committee Chairs and Workstream Chairs earn extra points. It is our way of saying THANK YOU for stepping up to serve!
 - **Submit** your Volunteer Form

- Once you submit, your screen will display a message indicating that you applied to the opportunity. This application will now display under your Volunteer Profile
- You may withdraw your application by clicking the link or button in your Volunteer Profile. A window will pop up to ask if you are sure that you want to withdraw—indicate **Yes, I want to withdraw** or **Close**

3. The Point System

- Volunteers play a vital role in shaping our initiatives, fostering collaboration, and advancing the field of medical publications and communications. Our point system acknowledges your dedication, hard work, and contributions, ensuring your efforts as a committee volunteer are recognized and valued
- How the point system works
 - Points assigned to each committee opportunity are based on the time commitment required, relative to a full or partial committee year cycle; the number of points for each committee is included in the opportunity description
 - Committee and Workstream Chairs/Co-chairs are awarded supplemental points in addition to the baseline member-volunteer points
 - Points are not guaranteed and are based on your actual participation and engagement, in alignment with the volunteer commitment principles acknowledged when submitting the Volunteer Form
 - Volunteers who do not participate in any activity or meeting throughout the committee year will not receive any points
 - Points will be prorated if a volunteer drops out of participation in a permanent way after initial engagement
- Future plans for ISMPP points
 - Ribbons, badges, and recognition – coming soon!
 - Integration with ISMPP Connect points
 - Supplemental points for deliverables reaching completion and for deliverables that are considered to be ISMPP value-core resources,

defined as those materials that are foundational, enduring, and of exceptional value to our ISMPP members

4. Create and Enhance Your Volunteer Profile

- Access your [Volunteer Profile](#) and login using your ISMPP member credentials
- Your Volunteer Profile links to your ISMPP Connect Member Profile and some fields in the Volunteer Profile may already be prepopulated
- Add a **Volunteer Bio** to your Volunteer Profile
 - This can be a version of your professional bio that highlights your passion and accomplishments as a volunteer, with ISMPP and with other organizations. Feel free to include activities that are stretch assignments for your company that are above and beyond your core responsibilities
- Indicate your **Volunteer Experience** level
- Your ISMPP committee volunteer opportunities will appear under **My Organizational Volunteering** you apply to an opportunity; status of your participation (pending, accepted, etc) will be updated here
- At the top of the Volunteer Profile page, toggle the button to indicate your interest in being invited to consider a future volunteer opportunity that matches your expertise

Any questions? Please reach out to us at committees@ismpp.org