How to Get Involved as a Volunteer with APC/BCCI

What we will talk about today

• So you want to be more involved with APC but don’t know where to start!
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- So you want to be more involved with APC but don’t know where to start!
- What are the volunteer opportunities with APC?
- What are ways to begin and continue getting involved in volunteer and leadership opportunities with APC?

Introductions
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- Jana Troutman-Miller
- Saint John’s On The Lake, a retirement community in Milwaukee, WI
- I have been a chaplain for 15 years, Board Certified for 13
- Areas I have served with APC:
  - Wisconsin Advocacy Chair
  - Certification committees
  - 3 time conference workshop presenter
  - Symposium presenter
  - BCCI Commission on Certification
- Board of Directors
  - Professional Ethics Chair
  - Quality for Chaplaincy Care Committee
  - Standards Committee
- BCCI Commission on Certification Chair
- I’m here because I love volunteering with the APC, it has made me a better chaplain, it has provided me with an amazing group of friends and colleagues from around the country, and I love to encourage others to get involved too!

Introductions

- Carol Pape

Keep This In Mind
Currently 13 members
- 3-year terms
- Nominations, including self-nominations, for these positions are sought from the general membership.
- The secretary serves one year as secretary, one year as treasurer, one year as president-elect and one year as president, for a total of four years.
- Available positions are announced in APC Forum.
- There is at least one opening for a new member each year.
APC Organizational Structure

**Board of Directors**
- Authorized, as needed, to do the work of the board.
- Provides support and counsel to the CEO as well as annual review and evaluation.
- Board President
- Board President-elect
- Board Treasurer
- Board Secretary
- BCCI Commission on Certification Chair

**Governance Committees**
- Executive
- Finance
- Board Leadership Development and Development and
- Professional Ethics
- Quality in Chaplaincy Care

5 positions (2 board members)
- Vets all board of directors candidates
- Prepare a slate of candidates to be ratified by the membership.

APC Organizational Structure

5 positions (Board members)
- Provides direction for the entire board for fiscal responsibility.
- It regularly reviews the association’s revenues and expenditures, balance sheet, investments and other matters related to its continued solvency.
- Approves the annual budget and submits it to the board for full approval.
- Recommends financial policies and procedures to the board.
- Ensures the preparation of the annual audit, tax form (990) and audited Financial Statements.
- Oversees the maintenance of organization-wide assets, including prudent management of organizational investments.

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APC Organizational Structure

- Chaired by a board member.
- Committee positions available.
- Promotes high ethical standards and compliance with the Code of Ethics by all members of APC.
- Committee members receive, review and make decisions regarding violations and sanctions of professional ethics and standards.
- Works closely with certification, accreditation, religious endorsing, and other agencies and committees to promote excellence in personal and professional ethical conduct.
- Works in collaboration with ACPE and their Professional Ethics Committee.

Professional Ethics

• Requires training.
• Investigates ethics complaints.
• Sit on hearing panels for ethics complaints.
• 8 Positions (1 board member)
• Identifies standards of excellence in the practice, structure and staffing of departments of chaplaincy care in institutions and agencies employing members of the association, and promotes resources to encourage ongoing professional competency and best practice.
• Actively coordinates and collaborates with the Joint Commission and other regulatory, accrediting and quality agencies as appropriate to promote standards of excellence in recognizing the importance of spirituality and religious issues in health care and the contributions of members in their various practice settings.
APC Organizational Structure

- Board of Directors
- Operational Committees
  - Development
  - Finance
  - Membership
  - Membership
  - Conference Planning
  - Quality in Chaplaincy Care
- Governance Committees
- Sub Committees
  - Standards of Practice Review
  - Joint Research Council
  - Quality in Chaplaincy Care

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- Coordinates all fundraising activity and seeks to increase awareness of the need of financial support of the association.
- Oversees APC's annual fund.
- Develops new avenues for future giving and identifies potential donors.

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APC Organizational Structure

- 8 Positions (1 board liaison)
- Plans all areas of continuing education, including identifying topics and presenters, evaluating proposals and reviewing attendee evaluations for webinars, symposia and other educational programs.
- Recommends new avenues for meeting the educational needs of the profession.
- Oversees the continuing education and peer review requirements for maintenance of certification.
- A member of the Education Committee serves on the Conference Planning Committee as the Conference Education Task Force Chair.

Sub Committees
- Symposium Sub Committee
- Webinar Sub Committee

Other Ways to Volunteer
- Present a webinar.
- Present at a symposium.
APC Organizational Structure

Board of Directors

- 8 Positions (1 board liaison)
- Provides guidance on the development and implementation of services for APC members, with the goal of retaining long-term members.
- Reviews and selects leadership award recipients.
- Oversees maintenance of certification requirements.
- Oversees Special Interest Groups (SIGs)
- Oversees mentoring of local and state leaders.

Operational Committees

- Professional Ethics
- Quality in Chaplaincy Care

APC Organizational Structure

Board of Directors

- 8 Positions (1 board liaison)
- Promote the Association of Professional Chaplains.
- Recruit, retain and support the APC membership in their states and advocate for the chaplaincy profession.
- Help find a mentor for a certification candidate in the state.
- Support local chaplains in fulfilling their maintenance of BCCI certification requirements, including annual continuing education reporting and five-year peer review.
- Assist state continuing education chairs and local members in coordinating local meetings, educational opportunities and/or social events.

- State Representative
- State Continuing Ed Chair

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- State Representative
- State Continuing Ed Chair
APC Organizational Structure

- Responsible for coordinating local meetings, educational opportunities, and/or social events with the support of the state representative and local membership.
- Disseminate news of local and national education and events to the local membership.

- State Continuing Ed Chair
  - Determines editorial direction and related policies, advises on topics, identifies qualified authors and subject matter experts, and serves as an editorial review board for APC publications and communications.

Other ways to volunteer:
- Write an article for one of our publications.
- Submit a reflection or poetry piece for one of our publications.
- Share your successes from your work as a chaplain in one of our publications!
Sub Committees
- Plenary Sub Committee
- Workshop Sub Committee
- Spiritual Needs Sub Committee
- Posters Sub Committee

Other ways to volunteer:
- Present a workshop.
- Present a poster.
- Get involved in your faith group.
- Get involved with your Special Interest Group (SIG)
- Volunteer for onsite needs.
BCCI Organizational Structure

- **Board of Directors**
  - Governance Committees
  - Executive
  - Finance
  - Commission on Certification

- **CEO**

- **Staff**

- **Governance Committees**
  - Executive
  - Finance

- **Operational Committees**
  - Staff

- **Standards**
  - Theological Education

- **Reviewers**
  - Area Certification Chairs
  - Faith Group Recognition Reviewers

- **Commission on Certification**

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1 board member.
- Works to promote, coordinate and encourage chaplains to seek and attain the highest quality and competency in the delivery of spiritual care services.
- Receive the recommendations of certification committees and recommend certification of qualified candidates to the board of directors for ratification.
- Work closely with the Standards Committee toward reviewing and establishing new competencies and qualifications related to certification.

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Volunteer Opportunities:
- Serve on task forces for ongoing projects.
BCCI Organizational Structure

Board of Directors
- Governance Committee
- Staff

Operational Committees
- Standards
- Theological Education
- Area Certification
- Commission on Certification

- 8 Positions (1 board liaison)
- Oversees all association activity related to qualifications for certification, professional competence and maintenance of certification.
- Often works closely with our cognate groups (ACPE, CASC/ACSS, NACC, NAJC).

- 20 Positions (1 commission liaison)
- Reviews applications for graduate education equivalencies by candidates seeking board or associate certification.
- Training required.
BCCI Organizational Structure

Board of Directors
- CEO
- Staff

Governance Committees
- Executive Committee
- Finance Committee
- Commission on Certification

Operational Committees
- Standards Reviewers
- Theological Education Reviewers
- Area Certification Chairs
- Area Certification Reviewers

Certification Mentor
- Certification Committee Member

- 6 Positions (1 commission liaison)
- Reviews applications for faith group recognition by candidates seeking board or associate certification.
- Training required.

- 14 Positions
- Function on behalf of BCCI to facilitate the process of certifying candidates.
- Help coordinate area certification meetings.
- Reviewing applicants in accordance with the BCCI Policy & Procedures for Certification and Review.

BCCI Volunteer Opportunities

- 4 Positions (1 commission liaison)
- Reviews applications for faith group recognition by candidates seeking board or associate certification.
- Training required.

- 14 Positions
- Function on behalf of BCCI to facilitate the process of certifying candidates.
- Help coordinate area certification meetings.
- Reviewing applicants in accordance with the BCCI Policy & Procedures for Certification and Review.
BCCI Organizational Structure

Board of Directors

Governance Committees

Operational Committees

Financial

Standards

Commission on Certification

Theological Education

Reviewers

Area Certification Chairs

Board Certification

Governance Committees

Executive

Finance

Commission on Certification

Operational Committees

Standards

Theological Education

Reviewers

Area Certification Chairs

You Are Important to APC and BCCI
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- APC and BCCI are volunteer driven.
- None of what APC and BCCI does would be possible without dedicated volunteers.
- Each member has gifts and talents that can contribute to the ongoing success of our organization.
Each committee and taskforce has different time commitments.
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**Time Commitments**

- Know what the expectation of time commitment is before you agree to serve on a committee and taskforce.
- Make sure that your administration’s support.
- Be reliable.

**Keep This In Mind**

- Passion
- Talent
- Opportunity
- Time
- Need

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• Work well on a team.
• Able to participate in meetings over the phone.
• Open to other peoples opinions.
• Ability to grow and adapt.
• Have the best interest of the APC, the profession, and those we serve in mind and heart.
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- Work well on a team.
- Able to participate in meetings over the phone.
- Open to other peoples opinions.
- Ability to grow and adapt.
- Have the best interest of the APC, the profession, and those we serve in mind and heart.
- Ability to bring your specializations and unique gifts to the table.

What Are Your Gifts and Talents?

- Do you have good communication skills?
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- Can you organize a project or a group of people?
- Are you a critical thinker?
- Do you have the ability to dive deep into a research project?
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- Do you have the ability to dive deep into a research project?
- Are you able to speak the truth openly and honestly that helps others move forward?

Benefits of Volunteering

- Work collaboratively in order to foster a spirit of innovation and creativity.
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- Learn from diverse people and viewpoints.
- Contribute firsthand to knowledge creation.
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- Become an even better chaplain.
- Help others become better chaplains.
- Work with some amazing people and give them the opportunity to work with you.
- Discover new talents and passions.
Keep This In Mind

Passion  Talent  Opportunity
Time  Need

What Are You Passionate About?

- Look for available opportunities and just start volunteering.
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- Look for available opportunities and just start volunteering.
- What do you find yourself talking about with other chaplains about chaplaincy?
- What areas do you find yourself reading about or doing research on?
- What are others seeing in you and pointing out to you as gifts and talents that you have that can be used to benefit the profession?
Where to Begin

- Who do you already know that is serving in leadership? Talk to them.

- Look in each APC Forum for current volunteer and leadership opportunities.

- The more you volunteer, the more you will become known within the organization.
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- Who do you already know that is serving in leadership? Talk to them.
- Look in each APC Forum for current volunteer and leadership opportunities.
- The more you volunteer, the more you will become known within the organization.
- Fill out a Nomination Form and submit to the national office.
- Call the national office to find out what is needed.
- Follow what you really want to do or what others are seeing in you and inviting you into.
Volunteers Are the Heart of APC

Passion  Talent
Opportunity  Need
Time

Volunteering is a Work of Heart

Passion  Talent
Opportunity  Need
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