



AIP

American Institute
of Physics

Volunteer Handbook

American Institute of Physics
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CEO Welcome Letter

Dear Volunteer,

On behalf of the American Institute of Physics, please accept my gratitude for your time and service as an AIP volunteer. As such, you join the Institute in pursuit of its mission to advance, promote, and serve the physical sciences for the benefit of humanity. Volunteers serve in various capacities—as members of our Board of Directors, liaison and advisory/resource groups, taskforces, awards/prizes committees, and in other capacities. Whichever way you serve, your time and efforts are valued and appreciated.

This web-based resource will be your guide to the Institute and the support available to you as a volunteer. Here you will find information about AIP, our Member Societies, programs, committees, and key policies.

AIP is a values-based organization, and we aim to foster an environment that values each person's contributions and viewpoints through open communication. Our successful environment is also dependent upon your understanding AIP's standard of excellence and your contributing role.

Ultimately, we want to optimize your volunteer experience, enabling you to perform your duties in ways that are both enjoyable and personally rewarding. If you think of ways in which we can improve, we would be grateful for your feedback. (Email me at mmoloney@aip.org or Liz Dart Caron, Senior Director, Executive Office & Member Society Engagement, at lcaron@aip.org.)

As AIP continues to evolve, we rely on your ideas, talents, and energy to grow our combined influence and impact in the physical sciences. Together, we will do great things.

Sincerely,

A handwritten signature in black ink that reads "Michael". The signature is written in a cursive, flowing style.

Michael H. Moloney, Ph.D.
Chief Executive Officer
American Institute of Physics

About AIP

The American Institute of Physics (AIP) is a federation that advances the success of our 10 Member Societies and an institute that operates as a center of excellence supporting the physical sciences enterprise.

Over the last 400 years, the physical sciences have evolved a powerful predictive model of our world, enabling stunning technological achievements and enriching our understanding of the Universe and our place in it. AIP has, for nearly a century, worked to advance, promote, and serve the physical sciences.

AIP provides the means for its Member Societies to pool, coordinate, and leverage their diverse expertise and contributions in the pursuit of the shared goal of advancing the physical sciences in the research enterprise, in the economy, in education, and in society. Through their partnership in AIP, Member Societies broaden their impact and achieve results beyond their individual missions and mandates.

AIP also acts as an independent institute where research in social science, policy, and history advances the discipline of the physical sciences.

Read more About AIP: www.aip.org/aip/about-aip

Mission

The mission of the American Institute of Physics is to advance, promote, and serve the physical sciences for the benefit of humanity.

AIP Strategic Framework

The AIP Strategic Framework provides guidance for the Institute to prioritizing and developing activities, by which AIP can best pursue its mission. By 2025, AIP will be:

- A vibrant federation that advances the success of our Member Societies
- A center of excellence that advances the physical sciences enterprise through research and analysis aimed at improving the understanding of our heritage and promoting future progress
- A tested and reliable source of information and analysis
- Recognized for cultivating an effective, talented, diverse, and engaged staff that delivers excellence to our stakeholders.

Read more about the Framework, 2020-2025: <https://www.aip.org/aip/mission-strategy>

History of AIP Highlights

The American Institute of Physics (AIP) was founded in 1931 in response to funding problems brought on by the Great Depression. At the urging of the Chemical Foundation, which provided initial funding, leaders of American physics formed a corporation for the “advancement and diffusion of knowledge of the science of physics and its application to human welfare,” especially by achieving economies in the publishing of journals and the maintenance of membership lists.

At the time of its formal incorporation in 1932, the AIP comprised five societies--AAPT, APS, ASA, OSA and SOR--with a total membership of some 4,000 individuals. A new set of Member Societies was added during the period 1966-86: AAS, AAPM, ACA, AGU, and AVS. In 2013, AGU became an Affiliated Society and AMS joined. Today, AIP has 10 Member Societies.

Read more about the history of AIP: www.aip.org/aip/history

Board of Directors

AIP Board of Directors with its key committees (Finance, Audit, Compensation, Membership, Nominating & Governance, and Corporate Strategy) provides active strategic leadership of the institute. The Board comprises the Chair, AIP CEO, Corporate Secretary, one Director from each Member Society, and up to four at-large Directors. The Board is devoted to ensuring the value proposition for the Member Societies and AIP's ability to keep pace with the fast-changing needs of the global science community, especially in the areas of communication, education, and outreach.

See our current Board of Directors here: www.aip.org/aip/board-of-directors

AIP Officers and Key Staff Contact Information

- AIP Officers (CEO, COO, CFAO): www.aip.org/aip/leadership-team
- Key Staff Contacts: www.aip.org/aip/staff-contacts

AIP and AIP Publishing (AIPP) Relationship

Scientific publishing has been a part of AIP's activities and focus since its founding in 1931. In 2013, AIP formed AIP Publishing (AIPP) a wholly owned not-for-profit subsidiary. Its mission is to support the charitable, scientific and educational purposes of AIP through scholarly publishing activities in the fields of the physical and related sciences on its own behalf, on behalf of Member Societies of AIP, and on behalf of other publishing partners to help them proactively advance their missions. AIP Publishing's portfolio comprises 19 highly regarded, peer-reviewed journals, including the flagship journals *Applied Physics Letters*, *Journal of Applied Physics*, and *The Journal of Chemical Physics*, in addition to the AIP Conference Proceedings.

Today, some AIP Member Societies publish exclusively with AIPP, some publish partially with AIPP, and some conduct all their publishing activities on their own, with no relationship to AIPP. AIP Publishing is managed separately from AIP, but there is still a strong connection between the parent and subsidiary.

For more information, visit: publishing.aip.org/

Volunteer Information

Who is a Volunteer?

Volunteers are individuals who, without compensation or expectation of compensation beyond reimbursement for volunteer related expenses, perform a service for the Institute. A valuable resource for AIP, volunteers contribute their expertise and perspectives needed for the Institute to deliver quality programs, products, and services that are aligned with the needs of the community.

Through service on the AIP Board of Directors, advisory and resource groups, liaison and awards/prizes committees, and program task forces, volunteers help AIP advance, promote, and serve the physical sciences for the benefit of humanity.

Volunteer Roles

Volunteers serve in numerous capacities, with varied responsibilities depending on the specified role. Volunteers may be asked to:

- Provide advice, expertise, and outside perspectives to AIP for its activities;
- Liaise with their respective Member Society (MS) on specific topic areas that are relevant to multiple MS, learn about other society practices, and communicate information and ideas back to their organizations;
- Assist with the planning of meetings or events, including program development and meeting organization;
- Gather information and conduct research;
- Create and deliver presentations and reports;
- Review applications and select winners of awards and prizes celebrating those who advance the physical sciences; or
- Additional roles as needed

Volunteer Appointment & Terms

Appointment as an AIP volunteer varies by committee type. Volunteers may be invited to serve by AIP or at the request of their respective Member Society. For certain awards and prizes committees, the chair of the committee might also extend an invitation to serve on behalf of AIP. Your appointment letter will provide more details. Each committee on which volunteers serve has a staff convener, who can also provide you with that information.

All volunteers are normally asked to serve for a set, limited term, also explained in your appointment letter. Standing committees have term expiration dates indicated the roster. Many appointments are renewable. Those volunteers who serve at the will of their respective MS may not have terms that follow the suggested duration. Any questions about terms can be directed to your staff convener.

From the Board Resolution on Diversity in Volunteer Appointments: The AIP Board of Directors seeks broad diversity within its membership and among other volunteer roles. Recognizing that many of these positions are filled by its Member Societies, the Board encourages its Member Societies to consider the intrinsic value of diversity when nominating or appointing volunteers. See the full resolution here:

<https://www.aip.org/diversity-initiatives/board-resolution>

Resigning from Your Appointment

Volunteers may resign from their position at any time if so desired. To resign, please send a written communication to the AIP staff convener for the committee. AIP also reserves the right to remove volunteers from their position at the organization's sole discretion.

Logistics/Travel/Transportation

American Center for Physics (ACP)

AIP is located at the American Center for Physics (ACP), 1 Physics Ellipse, College Park, MD 20740.

Tenants of ACP are the American Institute of Physics (AIP), the American Physical Society (APS), and the American Association of Physics Teachers (AAPT). Other organizations dedicated to the advancement of the physical sciences are welcome to inquire about becoming tenants.

The ACP Board, represented by leadership from each society residing in the building, manages ACP. Facilities available to volunteers include a lunchroom with indoor and outdoor seating and conference rooms. For more information, visit www.acp.org. Volunteers are invited to attend ACP events, such as science heritage lectures

(<https://www.aip.org/history-programs/physics-history/trimble-lectures>) and art exhibit openings (<http://www.acp.org/events>).



Directions & Transportation

AIP is accessible by metro, light rail and several DC area airports. To find directions to the American Center for Physics, visit: www.aip.org/aip/directions.

Parking

AIP provides staff members and volunteers with free parking at ACP. Please do not park in the visitor or handicap spots unless authorized. Volunteers must sign-in at the front desk upon arrival and register their vehicle by providing its make and model. Please note that neither AIP nor ACP is liable for damages or theft that may occur to your vehicle while parked at ACP or other work-related sites. For your safety, watch for wildlife when driving in the ACP parking lot.

Inclement Weather & Emergency Closings

Weather and emergency situations are monitored carefully. ACP will communicate information concerning any revised business hours through a recorded announcement placed on ACP's information line 1-301-209-3366 and posted on ACP's website www.acp.org. Staff conveners will also reach out to volunteers directly to provide instruction.

Tobacco-free Workplace

To comply with government regulations and to promote a healthy workplace, ACP prohibits tobacco and vaping products throughout the workplace, including offices and common areas. Designated smoking areas are available outside the building and limited to only legal tobacco products.

Business Travel Accident Insurance

As an AIP volunteer or active employee traveling on business for AIP, you are covered by the Business Travel Accident Insurance Plan, from the time you leave your place of employment or residence, until you return. To find out more, contact the office of the CFO (danderson@aip.org; 301-209-3021).

As part of your coverage, you also have a unique global emergency services program provided by Assist America. This program immediately connects you to doctors, hospitals, pharmacies and other services if you experience a medical emergency while traveling 100 miles or more away from your permanent residence, or in another country (assistance services only – no medical expenses are payable by Assist America.) Assist America arranges and pays for services such as Emergency Medical Evacuation, and Repatriation. For more information, see: www.aip.org/sites/default/files/aipcorp/files/assist-america.pdf (PDF)

Contact and Questions

Any questions about the functioning of a specific committee, or programmatic questions about committee efforts should be referred to the official staff convener of the committee.

Any questions about this handbook or volunteering should be referred to the Member Society Engagement office: Liz Dart Caron (licaron@aip.org; 301-209-3034) or Frank Graeff (fgraeff@aip.org; 301-209-3080).

AIP Policies that Pertain to Volunteers

All volunteers should be aware of certain key AIP policies. Many policies largely pertain to management, staff, and board members, but may pertain to volunteers as well. Please read through the policies and be familiar with their content.

Travel Expense Policy & Reimbursement Form

AIP will reimburse, or pay on volunteers' behalf, for travel expenses that are necessary and suitable to fulfill a valid business purpose related to the mission of AIP. Volunteers are asked to make reasonable and cost-effective choices and to be prudent when selecting travel routes. Reimbursable expenses include transportation, lodging, meals, parking and other charges. Volunteers should familiarize themselves with and adhere to the Travel Guide for Volunteers.

<https://www.aip.org/sites/default/files/aipcorp/files/travel-volunteer-19v2.pdf> (PDF)

Please submit requests for reimbursement using this Travel Expense Voucher. Remember to sign the form and attach receipts. All expenses should be submitted within 14 days to your staff convener.

<https://www.aip.org/sites/default/files/aipcorp/files/expense-report-spreadsheet.xlsx>

Ethics

Commitment to Ethics

Policy Standards of Business Ethics and Conduct

AIP adheres to the highest legal and ethical standards. We hold ourselves accountable in our professional conduct encouraging a culture of open communication, dedication, and compassion, fairness, impartiality and effectiveness. We conduct our business in strict observance of both the letter and spirit of all applicable laws and standards and recognize that our chief obligation is to serve the best interest of our constituencies.

Full policy:

https://aipublishing.sharepoint.com/sites/aipext/Policies_Procedures/Shared%20Documents/AIP%20Standards%20of%20Business%20Ethics%20and%20Conduct%20Amended%2012%20Sep%202018.pdf (PDF)

Bullying and Harassment Policy

Policy on Equal Employment and Anti-Discrimination

This broad policy that largely deals with the AIP workplace. However, there are elements of this policy such as bullying, discrimination, and harassment (items 2.7 and 3) that also pertain to volunteers. AIP defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” AIP does not tolerate bullying behavior. Staff members [and volunteers] found in violation of this policy will be subject to corrective action, up to and including termination.

Full policy: www.aip.org/sites/default/files/aipcorp/files/eoo-anti-discrimination.pdf (PDF)

Whistleblower Policy

Policy on Protection of Individuals Who Report Financial Improprieties or Other Misconduct

We are required to observe high standards of business and personal ethics in the conduct of our duties and responsibilities. AIP expects staff members and volunteers to comply with all applicable laws and regulatory requirements, accounting standards, accounting internal controls, audit practices, and AIP policies. If you, in good faith, suspect another person affiliated with AIP has engaged in questionable conduct involving financial improprieties, misuse of AIP’s assets, conflicts of interest, or any other action that is illegal, fraudulent or in violation of AIP policies or detrimental to the interests of AIP, you have a responsibility to report it.

Full policy: www.aip.org/sites/default/files/aipcorp/files/whistleblower-policy.pdf (PDF)

Conflict of Interest Policy and Disclosure Statement

Conflicts of Interest Policy for Directors, Officers, and Key Employees (Volunteers serve in different capacities, some of which have the potential for conflicts of interest to come into play.)

One of the most important assets of our organization is our reputation in the eyes of the Member Societies and in the community we serve. A "Conflict of Interest" (COI) is any circumstance in which the personal, professional, financial, or other interests of a covered person may potentially or actually diverge from his or her obligations to, and interests of, AIP and AIP Affiliates. A Covered Person must disclose COI and, where relevant, cooperate with any plan adopted by AIP to manage, reduce, or eliminate it.

Full policy: www.aip.org/sites/default/files/aipcorp/files/coi-policy2.pdf (PDF)

Disclosure statement: www.aip.org/sites/default/files/aipcorp/files/coi-disclosure.pdf (PDF)

Reporting Ethics Violations

Where you believe violations of policies or standards have occurred, you are welcome to share your concerns with your AIP staff convener, to contact AIP Human Resources, or a member of the Board of Directors. In situations where you prefer to place an anonymous report in confidence, you are encouraged to use the third-party hotline, hosted by EthicsPoint: www.aip.ethicspoint.com (You may use this service to report violations, ask for guidance related to policies and procedures, and provide suggestions.

Statement on Diversity

AIP is committed to establishing a workplace that serves as a model for collaboration, respect, diversity, equity, inclusion, and belonging by ensuring that these values are embodied in our practices for convening, volunteer recruitment and service, hiring, management, and retention. As part of our commitment to integrity, accountability, transparency, and openness, AIP will establish comprehensive policies and goals with respect to these issues and make them broadly known and accessible. AIP will actively and regularly evaluate its progress and solicit the feedback of its staff, Member Societies, and other stakeholders. See the full resolution here: www.aip.org/diversity-initiatives/diversity-statement

Board Resolution on Diversity in Member Society Volunteer Appointments

The AIP Board of Directors seeks broad diversity within its membership and among other volunteer roles. Recognizing that many of these positions are filled by its Member Societies, the Board encourages its Member Societies to consider the intrinsic value of diversity when nominating or appointing volunteers. See the full resolution here: www.aip.org/diversity-initiatives/policies-best-practices

Committees

Society Liaison Committees

Liaison Committees facilitate exchange of information and foster Member Society (MS) cooperation and possible collaboration in specific program areas. The committee members carry out their work by sharing news and information, engaging in learning opportunities, listening to input from external experts (as needed), and reporting back to their respective societies.

Resource and Advisory Groups

Resource and Advisory Groups are formed to serve as a resource to AIP management, to provide insight and advice on various mission-related program areas. Members are external stakeholders who may or may not be connected with the Member Societies.

Prize, Award, and Fellowship Committees

Committees administer the selection of recipients or recommended recipients.

For a list of current committees, and their charges and compositions, visit:

<https://www.aip.org/member-benefits/committees>

Member and Affiliated Societies

Member Societies

Representing the spectrum of the physical sciences, AIP's Member Societies are the backbone of the Institute. AIP supports them with professional services, additional benefits for their members, and competitively priced benefits to their employees upon request. Member Societies pay dues and are voting members of the Institute.



Acoustical Society of America (ASA)

Size: 7500 members (Sep 2019)

Joined AIP: 1931

About: acousticalsociety.org/



American Association of Physicists in Medicine (AAPM)

Size: 8500 Members (Sep 2019)

Joined AIP: 1973

About: w3.aapm.org/org/



American Association of Physics Teachers (AAPT)

Size: 6,000 (Sep 2019)

Joined AIP: 1932

About: www.aapt.org/aboutaapt/



American Astronomical Society (AAS)

Size: 7000 members (Sep 2019)

Joined AIP: 1966

About: <https://aas.org/about-aas>



American Crystallographic Association (ACA)

Size: 1,165 members (Jan 2019)

Joined AIP: 1966

About: <https://www.amerystalassn.org/>



American Meteorological Society (AMS)

Size 13,000 members (Sep 2019)

Joined AIP: 2013

About: <https://www.ametsoc.org/index.cfm/AMs/about-ams/>



American Physical Society (APS)

Size: 55,000 members (Sep 2019)

Joined AIP: 1931

About: www.aps.org/about/



AVS: Science and Technology of Materials, Interfaces, and Processing (AVS)

Size 4500 members (Sep 2019)

Joined AIP: 1976

About: <https://www.avs.org/About>



The Optical Society (OSA)

Size: 22,000 members (Sep 2019)

Joined AIP: 1931

About: www.osa.org/en-us/about_osa/



Society of Rheology (SOR)

Size: 1400 members (Sep 2019)

Joined AIP: 1931

About: www.rheology.org/sor/Info/AboutSoR

Member Society Benefits

Through AIP, Member Societies benefit from access to other scientific societies, allowing them to extend their influence beyond their membership, stay closely connected to the broader physical sciences community, and strengthen their public positions on policy trends and overarching community concerns.

AIP serves its Member Societies and their members, both directly and indirectly, through information-based products and services. AIP also provides certain administrative and other services to those Member Societies that need such services. MS programmatic interests define the core scope of AIP's information-based offerings.

For a summary of the current benefits, visit www.aip.org/member-benefits.

Affiliated Societies

An AIP Affiliated Society is a local, regional, national or international organization interested in physics and allied sciences, with a complementary mission to AIP and AIP Member Societies. Becoming an AIP-Affiliated Society is a formal recognition of this aligned philosophy, goals, and objectives. Through the Affiliated Society program, AIP endeavors to create opportunities for collaboration and leveraging of resources where possible.

For the current list of Affiliated Societies visit: www.aip.org/member-societies#affsoc

Affiliated Society Benefits

Affiliated Societies do not pay dues but do receive some benefits. For a summary of the current benefits, visit: www.aip.org/affiliated-society-programs

AIP Programs

Through its [Center for History of Physics/Niels Bohr Library & Archives](#), AIP works to preserve and make known the history of physics and allied sciences.

Through its [Statistical Research Center](#), AIP works to document and report on the trends in the comprehensive issues of education and employment of physicists and related scientists; to provide survey research expertise as a service to other AIP units, MS, and related scientific organizations to assist them in addressing the information needs of their constituents and customers.

AIP produces [Physics Today](#), the most closely followed magazine of the physical sciences community featuring material across diverse fields and content that includes the human, social, and political sides of science. Physics Today delivered monthly to the entire MS community and to individual subscribers.

Through its [Government Relations](#) activities, AIP informs AIP stakeholders on developments in science and science education policy' to advocate for public policy and budgets which support the advancement of physics and allied sciences for the benefit of society.

Through [FYI](#), AIP provides the broader physics, astronomy, and science education communities with timely, unbiased information on policy and budget developments in Washington.

Through its [Media Services](#) activities, AIP promotes the awareness, understanding, and appreciation of physics and allied fields by bringing the information to the general public. Efforts are focused on publicizing groundbreaking research presented at national and international scientific meetings or published in peer-reviewed journals.

Through [Inside Science](#), an editorially independent news service, AIP promotes the awareness, understanding, and appreciation of the physical sciences by bringing information to the general public.

AIP runs the [Society of Physics Students \(SPS\)](#), the professional society for physics undergraduates and their mentors. SPS supports the highest quality science education for all students. AIP also runs Sigma Pi Sigma, the physics honor society.

AIP's [Career Network](#), a shared job board, serves the employment needs of physical scientists, engineers and computing professionals. The network enables seamless integration of job listings on partners' own sites and hosts career webinars.

Through the [GradSchoolShopper](#) directory, AIP provides easy access to the most thorough, specific, relevant, up-to-date, and authoritative information on graduate programs and research in physics and related fields.

Through the [Venture Partnership Fund \(VPF\)](#), AIP encourages collaborative partnerships among one or more Member Societies (MS) and AIP that are strategy-driven, promote growth and increase stature and innovation within the MS and the AIP federation. **The VPF is currently not accepting applications as it goes under assessment by the AIP Board of Directors**, but existing projects will still be supported throughout the length of their award.

AIP has a number of other initiatives. Feel free to peruse the [AIP website](#) or ask your staff convener for more information.

Awards, Prizes, & Fellowships

AIP honors outstanding achievement in excellence in physics and raises public awareness of the contributions that physicists make to society. In addition to its awards program, AIP supports the profession with government fellowships and undergraduate scholarships and teaching awards.

For more information, visit: www.aip.org/aip/awards

Volunteer Handbook Acknowledgement Form

I have received a copy of the AIP Volunteer Handbook. I understand that I am responsible for becoming familiar with the content as it relates to my volunteer role, and that I am bound to adhere to the AIP policies described herein. I understand that the information contained in this handbook is modified from time to time. This handbook is not a contract.

I further understand that my commitment is voluntarily entered, that I am free to resign at any time for any reason, and that AIP may terminate the volunteer relationship at any time for any reason at the organization's sole discretion.

I understand that I am volunteering at-will.

Signature of Volunteer

Volunteer name (please print)

Date

Please keep a copy of this form for your records:

AIP has partnered with Osprey Compliance Solutions to obtain your acknowledgment. AIP Volunteers will receive an email from AIPVolunteerHandbook@ospreysoftware with the subject line AIP Volunteer Handbook Acknowledgement and a personalized link. Please click the link and follow the prompts as directed. If you have trouble finding the Osprey emails, please check your spam folder. For any questions about this process, please contact Vanessa Bridges (vbridges@aip.org; 301-209-3122)

Any questions about this handbook or volunteering should be referred to the Member Society Engagement office: Liz Dart Caron (lcaron@aip.org; 301-209-3034) or Frank Graeff (fgraeff@aip.org; 301-209-3080).