



Expectations for Volunteers

PSTC is a not-for-profit association that provides opportunities for member companies to become actively involved in supporting the industry. Volunteerism not only strengthens the industry, but also offers personal and professional development opportunities, including networking and collaboration with industry colleagues, knowledge sharing, and company representation within the industry. Many member companies leverage their membership investment by encouraging volunteerism as a way to provide employees with valuable learning and networking opportunities.

PSTC encourages members to utilize volunteerism as a pathway to support corporate career growth and professional development. In addition, volunteers are provided access to the PSTC Certificate Program, through which various achievement levels may be earned. Points are awarded for participation in PSTC activities, with the highest point values granted to those actively engaged in volunteer roles.

PSTC relies on volunteers to work in partnership with staff to support initiatives outlined within each committee charter. Volunteer positions are unpaid; however, they provide a valuable opportunity to contribute to and give back to the industry.

Committee Expectations

- Committees typically meet virtually once per month for approximately 45 minutes via Microsoft Teams.
- Meeting frequency may decrease during the summer months (approximately every six weeks) and may increase during March and April in preparation for Tape Week activities.
- Most committees will meet once annually in person in Chicago. Whenever possible, meetings will be scheduled during daytime hours to minimize overnight travel requirements.
- PSTC will host dinners during Tape Week and in conjunction with in-person meetings in appreciation of volunteer support.



- Member companies are expected to support their committee representatives by funding travel expenses associated with in-person meetings, including airfare, hotel accommodations, and related expenses, when applicable.
- If a committee supports a Tape Week activity (Academy, Technical Track, Workshop, etc.), committee members participating in that activity are required to register and remit payment accordingly.
- Committee Members (includes company logo) will be reflected in key tape week presentations
- Primary Tape Academy instructors will receive complimentary registration for the Tape Academy only, or segment in which their module is presented. Housing and travel expenses remain the responsibility of the instructor.
- Upon request, PSTC will provide documentation summarizing volunteer efforts and contributions in support of the association. This documentation may also assist member companies in supporting travel-related expense approvals.

Volunteer Participation Expectations

- To ensure committee effectiveness and continuity, volunteers are expected to:
- Actively participate in scheduled meetings and committee discussions.
- Review materials and complete assignments or action items, as applicable.
- Collaborate professionally and respectfully with fellow volunteers, staff, and industry peers.
- Support committee objectives and initiatives as outlined within the committee charter.
- Communicate proactively with committee leadership or staff if unable to participate for an extended period of time.

PSTC greatly values the time, expertise, and commitment contributed by its volunteers and appreciates the important role they play in advancing the association and industry.