



The Appeals Review Panel Position Description

Summary

Comprised of six volunteer members appointed by the SIA President following an open call for volunteers and application submission. The Appeals Review Panel will review appeals submitted by members who have received a formal sanction for Code violations and will render a final and binding decision.

Members of the panel will be asked to recuse themselves if a conflict involves their club and possibly region depending on the context of the situation. Members serve staggered 2-year terms and receive annual training on confidentiality, bias, and procedures.

Members of the Appeals Review Panel who are found to be in violation of the standards of confidentiality, anti-bias, procedures of SIA, or serious violations of the Member/Leader Code of Conduct will be removed from their position immediately and may face further investigation.

A. Eligibility Requirements and Qualifications

- Be a member in good standing in their club.
- Be familiar with and supportive of our core values:
 - Gender Equality
 - Empowerment
 - Education
 - Diversity & Fellowship
- Possess leadership capabilities including but not limited to problem-solving, conflict management, and communication.
- Have an active email account subscribed to SIA's email lists that is checked regularly; communicate this email address to our headquarters alignment on communications and updates.
- Model, embody, and embrace the Member/Leader Code of Conduct
- Uphold standards of confidentiality, avoiding bias, and following procedures

- Complete a brief application outlining your professional or volunteer experience that you believe would make you a strong contributor
- Ability to navigate technology, including but not limited to emails, PDFs, Zoom calls, and using interpretation during calls if required
- Not be the subject of any submissions to the CCRC within a 24-month rolling period

B. Specific Duties

- Receive and review appeals submitted by members who wish to appeal their initial decision from the CCRC or Board of Directors.
- Participate in training as needed related to the role.
- Collaborate with executive leadership and staff during initial assessments for information sharing.
- Recommend a course of action to address concerns: dismissal of appeal and enforcement of original sanctions or affirming the appeal and providing a new course of action to address the violation.

C. Collaboration

- Members of the Appeal Review Panel roles are accountable to the SIA President. They will liaise with the SIA Membership Director, Chief of Impact and Engagement, and Executive Director/CEO.