

## **SME FAQs**

### **What am I volunteering for?**

You are volunteering to become a subject matter expert (SME) volunteer for the knowledge strategy initiative. This means you will work within your area of expertise to determine the overall quality of submitted content.

### **What is content vetting?**

Content vetting is the process of examining documents to determine whether or not they meet IFMA's minimum standard of quality. Completion of this process will determine whether or not a piece of content will be published to IFMA's knowledge library.

### **How will documents be vetted?**

Documents will be vetted against a matrix that sets standards for quality and relevance. This process will take place in a virtual environment.

### **How do I become a volunteer?**

To become a volunteer, submit an application via [ifma.org](http://ifma.org), along with professional references and a current resume. A designated staff member will confirm receipt of these documents.

### **How long will the applicant selection take?**

Once all required documents have been submitted, the applicant selection should take no longer than two weeks to complete. Individuals will be notified of their status once a decision has been made.

### **As a SME, what is the time commitment expected of me?**

There are currently no requirements set for length of commitment or workload responsibilities. Each volunteer will determine the amount of time he or she is willing to allocate to vetting IFMA content, which will also advise the workload that he or she is comfortable with.

### **As a volunteer, am I allowed to submit content to be published?**

Yes, volunteers are allowed to submit content for the knowledge base. You will not be allowed to vet your own content, also names and other identifying qualities will be removed prior to vetting. However, at this time the emphasis leading up to World Workplace 2015 will be currently existing content.

**How much training is required?**

About 3-4 hours of training is required before beginning to vet content. This process includes receiving background information on the initiative, a demonstration of the vetting process, hands-on practice in a test environment, and instructions on using the digital platform.

**Will all documents be in English?**

Initially all documents will be in English; as the knowledge strategy is further refined, content in additional languages will be introduced.

**Do I have to read the entire document every time I vet content?**

Yes, content providers will submit an abstract for initial vetting and once the abstract is approved, the entire document will need to be vetted to be in alignment with the requirements. Your time commitment will determine whether you are available to vet the abstract, final document and/or both. Note that editorial quality assurance is not a responsibility of the SMEs, this will be handled by internal IFMA staff.

**Who do I contact if I have questions or technical issues?**

Volunteers will have a designated staff member to contact in the event of questions or technical issues.

**Can I volunteer for more than one competency?**

Yes, volunteers are free to vet content in more than one competency of expertise.

**Can I volunteer as a student member?**

At this time SME positions are only open to associate and professional members of IFMA.

**What's in it for me? Are there incentives for volunteering?**

Our volunteers are greatly appreciated and will receive generous incentives to include IFMA branded merchandise and discounts on educational materials.