



**ACGC**

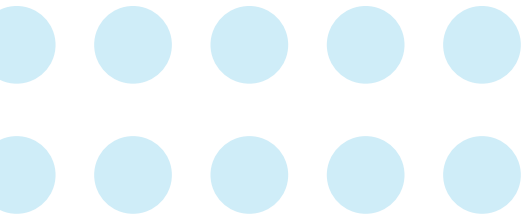
ALBERTA COUNCIL FOR  
GLOBAL COOPERATION

Procedures and Policy

# **VOLUNTEER POLICY**

Policy name: Volunteer Policy

Policy type: Operational – Board and Staff



## POLICY STATEMENT

The **Alberta Council for Global Cooperation (ACGC)** believes the active participation of citizens of the community is integral towards the achievements and goals of the organization. Volunteers contribute diverse skills, talents and knowledge, and provide us with an additional opportunity to educate the public about our organization and its mission. To this end, ACGC accepts and encourages the involvement of volunteers at all levels of the organization and within all appropriate programs, services and activities.

## DEFINITIONS

**Volunteers:** Individuals who without compensation or expectation of compensation support the mission and contribute time and service to assist ACGC in the accomplishment of its mission.

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### General Principles

- ACGC is committed to its staff, whether it be salaried or voluntary staff, and will make every effort to provide a safe and non-threatening working environment for all. This policy ensures the highest standard in the implementation, management and direction of the Volunteer Program at ACGC. It defines the roles and responsibilities of volunteers in the overall production of programs and services and ACGC.
- ACGC is committed to a Volunteer Program that is both beneficial to its volunteers and the organization itself.
- The Executive Director is responsible for the direction, implementation and management of the Volunteer Program.
- The Volunteer Program will provide the public the opportunity, under the direction of trained staff, to contribute towards global development by taking an active role in certain defined activities, complementing but not replacing the work of salaried staff.

### Categories of Volunteers

Volunteers may fall under the following four categories:

- **Board Members:** these volunteers are individuals appointed or elected by members to extend their time and talents to meet on a continuing basis with other members to support the governance and strategic direction of ACGC

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- **Committee Members:** individuals who serve on standing, ad hoc or sub-committees of the board of directors to meet on a continuing basis with other members to consider, investigate or take action upon assigned business as directed by the board.
- **General Volunteer:** individuals who are not involved with an employment or educational training program, but offer their time and service at no cost to ACGC.
- **Educational placement programs:** individuals involved with either student internship projects or cooperative education projects. They are placed at ACGC for on-the-job learning experience in their field of interest for university or college accreditation only. These volunteers will not be reimbursed financially by ACGC for their service. However, a salary or honorarium may be paid by a third party
- **Career placement program:** individuals involved with an employment training program. They are placed at ACGC for on-the-job training experience in their field of interest. ACGC will not reimburse the volunteers financially for their service. However, their salary may be paid by a third party.

For the latter two types of volunteer, an agreement between ACGC and the organization, school, or program from whom the volunteer originates must be approved by the Executive Director of ACGC before their placement. This agreement will at the minimum outline the following: responsibility for management of the volunteer;

- designation of a contact person;
- performance review;
- liability and insurance;
- job description and summary of tasks;
- work schedule; and
- term of volunteer service.

### Recruitment and Screening

- Recruitment of volunteers is an on-going process.
- Interested volunteers must submit a criminal records and vulnerable sector check if volunteering for a youth engagement position. ACGC will reimburse processing fees for volunteers.

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- Volunteers will be recruited without regard to race, creed, color, age, sex, marital status, pregnancy, nationality, ancestry, ethnic origin, family relationship, disability, sexual orientation, or political affiliation.
- The sole qualification for volunteer recruitment will be the availability of volunteer positions and the suitability to perform the prescribed duties of the position available and their ability willingness to agree and abide by the mandate and objects of ACGC.
- Acceptance into the volunteer program will be at the discretion of the Alberta Council for Global Cooperation.

### Orientation

- For non-board or committee member volunteers, the direct supervisor or Executive Director will provide an orientation.
- The Executive Director or existing board members will provide an orientation to newly elected or appointed board members and/or committee members.

### Position Descriptions

- Position Descriptions will be prepared and maintained by ACGC for all volunteer categories. These position descriptions will outline the duties, responsibilities and qualifications for each position.
- No volunteer positions will displace any permanent full or part time salaried staff from their positions.

### Volunteer Responsibilities

- The volunteer is to perform their duties and/or assigned tasks to the best of their ability.
- The volunteer is to perform their duties and/or assigned tasks without comprising the mission or objects of ACGC.
- The volunteer is to be punctual, reliable and dependable in the fulfillment of their duties and/or assigned tasks.
- The volunteer is to adhere to the same goals and procedures of the organization as those followed by salaried staff.

### Volunteer Rights

- The volunteer has the right to be treated with the same respect and courtesy as paid employees.
- The volunteer has the right to work in a safe and prejudice free environment.

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- The volunteer has the right to be heard; to voice his\her opinion.
- The volunteer has the right to a meaningful task or assignment suitable to their preference, ability, and academic or employment background.
- The volunteer has the right to supervision, direction, guidance and support.
- The volunteer has the right to use volunteer experience as employment reference.

### **Performance Review**

- With the exception of board members, the Executive Director or supervisor of the volunteer is to provide at the minimum a quarterly performance assessment. The performance assessment is for the protection of the volunteer's interests, feedback of performance and avoidance of any complications due to misunderstandings.
- Reference requests for past and current volunteers can be requested to the Executive Director and/or the Board Chair.

### **Confidentiality**

- Volunteers are responsible for maintaining the confidentiality of all propriety or privileged information to which they are exposed to while serving as a volunteer, whether this information involves salaried staff, volunteers, or members of the organization.

### **Conflict of Interest**

- Volunteers will refrain from placing themselves in a position that could potentially produce a conflict of interest or the perception of a conflict of interest between their own self-interests and the best interests of ACGC.
- Volunteers will disclose all relationships and/or business affiliations which may conflict with the interests of ACGC or bring personal gain to them or their family or business. This disclosure will be made at the earliest known time of such a potential conflict to their immediate supervisor. For more information on this subject, please see the Staff Policy on Conflict of Interest.

### **Recognition**

- Informal and formal recognition of volunteers will occur throughout the year as deemed appropriate by the Executive Director.

### **Reassignment of Duties or Discharge from Position**

- Volunteers are free to accept or refuse any tasks requested of them outside the originally agreed upon job description.

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- Volunteers who are dissatisfied with their position or assigned tasks may be reassigned depending on the availability of positions.
- Volunteers who are deemed unsuitable for the assigned tasks may be reassigned to another position, depending on its availability.
- ACGC reserves the right to terminate any volunteer position at any given time.
- Volunteers who do not adhere to the rules and regulations of ACGC or who fail to satisfactorily perform their duties are subject to dismissal.
- The volunteer may at any time discontinue his\her placement with the ACGC. However, notice must be submitted to the Board of Directors as soon as possible.

### Travel Expenses

- Volunteers are entitled to receive compensation for eligible travel expenses as outlined in the travel policy.

### Insurance

- All volunteers are to sign a waiver to hold-harmless ACGC for any activities while providing their time, talents and service to the organization.

**Approval Date:** December 2017

**Date of Last Amendment:** August 2017

**Date of Reaffirmation:** Fall 2019, 20 December 2021

**Date for Review:** Fall 2023

