



## Volunteer Management Policy

<b>Policy #E1</b>	<b>Approval Date: April 16, 2019</b>	<b>Review Date: April 16, 2021</b>
<b>Managed by: Human Resources Committee</b>		<b>Approved by: Board of Directors</b>

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#### 1. Policy Overview

##### a. Summary

Volunteers are the backbone and strategic to the operations of VPS and are treated as valued and integral Team Members. This policy provides governance on volunteer activities at VPS. This policy is applicable to Directors, Staff, Contractors and Volunteers (Team Members). This policy is posted on the VPS website.

##### b. Policy Manager, Review and Approvals

This policy is managed by the Human Resources Committee who will provide direction in the case of uncertainty or for circumstances not covered by this policy. The Executive Director is responsible to manage the appendices to this policy. This policy requires review and re-approval 2 years after approval by the Board of Directors.

#### 2. Volunteer Definitions

- a. VPS engages volunteers to provide specialized support for events and strategic direction. Volunteers do not provide services or activities that are normally managed by VPS staff.
- b. Volunteers are not employees or contractors of VPS and are not paid for their services; however they are reimbursed for their expenses.
- c. Volunteers are subject to all VPS policies and procedures including codes of conduct, respect and privacy.

#### 3. Designated Volunteer Coordinator

- a. The Executive Director will designate a specific staff person as the VPS Volunteer Coordinator whom is responsible to oversee volunteer management. This may be a full-time or part time designation and the Volunteer Coordinator may have other staff or contractors that report to them.

#### 4. Volunteer Management Plan

- a. The Volunteer Management Plan (E1-1) describes how volunteers are to be managed and is updated on an annual basis. This plan includes:

- i. Volunteer program planning, including managing the supporting budget and risk management oversight.
  - ii. Recruitment that targets diverse volunteers for defined volunteer roles that are meaningful.
  - iii. Selection and screening that includes an application, identification of skills and certifications, an agreement and appropriate background checks for roles determined to be at higher risk. Each volunteer is subject to the approval of the Volunteer Coordinator.
  - iv. Orientation and training that is appropriate for the volunteer to be effective in their role and that manages safety and risks.
  - v. The provision of supervision and support for volunteers fulfilling their activities.
  - vi. Recognition for the work of volunteers with an objective of maximizing volunteer retention. This includes the provision of appropriate refreshments and incentives that are typical for similar non-profit organizations.
  - vii. Review and assessment of both volunteers and the volunteer program. This includes assessing volunteers for further development and termination. It also includes surveying and reporting on program metrics.
- b. The minimum age to volunteer for VPS is 15 years old.
- c. VPS may accept volunteers that have a criminal record; however they will not be assigned to roles that relate to the nature of their criminal record.
- d. VPS may request a criminal record check on the following volunteer roles, any cost to be reimbursed by VPS:
  - i. Board of Directors Treasurer
  - ii. All Director Signing Officers