



The Regional Diversity Roundtable (RDR) of Peel

*Volunteer Policy*

Approved by the Board of Directors  
October 21, 2015

Approved by the RDR Membership  
TBD

## **Table of Contents**

<i>Volunteers Policy</i> .....	3
Rights and Responsibilities.....	3
Requests for Volunteers .....	3
Recruitment.....	3
Selection & Hiring Process .....	3
Conflict of Interest.....	3
Confidentiality Agreement.....	4
Supervision & Evaluation.....	4
Acknowledgment and Recognition .....	4
Dismissal & Resignation .....	4

# Volunteers Policy

*Policy Number: 1.0*

*Date Issued: October 21, 2015*

*Date Revised:*

## **Policy:**

A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of RDR. A 'volunteer' must be officially accepted and enrolled by RDR prior to performance of tasks. Unless specifically stated, volunteers shall not be considered as 'employees' of the organization.

Volunteers may be utilized in all programs and activities of the organization, and serve at all levels of skill. Volunteers should not, however, be utilized to displace any paid employees from their positions.

## *Rights and Responsibilities*

Volunteers are viewed as a valuable resource for RDR and its projects. Volunteers will be extended the following rights:

- Meaningful assignments
- Treated as equal co-workers
- Effective supervision and evaluation
- Full involvement and participation in RDR initiatives
- Acknowledgement and recognition for volunteer service

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the mandate and purpose of the organization.

## *Requests for Volunteers*

Requests for volunteers shall be submitted in writing with a complete *Terms of Reference* by interested RDR board members, committees/working groups, member organizations, staff and/or project leads. All Terms of References shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits.

## *Recruitment*

Volunteer candidates must be suitable to perform tasks on behalf of the organization and will be recruited based on RDR needs. A *Terms of Reference* and *Call for Volunteers* will be circulated widely through various networks and channels to ensure fair and equitable recruitment.

## *Selection & Hiring Process*

Prior to being assigned or appointed to a position, all volunteers will undergo a selection and hiring process by the individual(s) that have placed the request for the volunteer position, RDR staff and RDR board member(s).

Once appointed, all volunteers will receive a general orientation on the mandate and purpose of the organization as well as its various projects and activities. Volunteers will also receive specific orientation on the requirements for the position they are appointed to and the project, activity and tasks they were recruited for.

## *Conflict of Interest*

No person who has a conflict of interest with any activity or program of the organization, whether personal, philosophical, or financial shall be accepted as a volunteer with the organization. All volunteers shall make every effort to avoid a conflict of interest or perceived conflict of interest during their tenure.

Each volunteer is required to disclose to their supervisor, as appropriate, any personal/business interests that appear as a potential conflict with business conducted at RDR.

### *Confidentiality Agreement*

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves RDR board members, committees/working groups, member organizations, collaborative partners, staff, volunteers, clients or overall organization business. Failure to maintain confidentiality may result in a dismissal of the volunteer.

### *Supervision & Evaluation*

A designated supervisor must be assigned to each successful candidate for their direct management. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and be available to the volunteer for consultation, assistance and evaluation. Volunteers shall receive periodic evaluations to review their work from their designated supervisor.

### *Acknowledgment and Recognition*

Volunteers will be acknowledged and recognized for their volunteer service annually and/or when they complete their tenure. An appropriate format to highlight their contributions will be developed in consultation with the volunteers and relevant RDR parties.

### *Dismissal & Resignation*

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their assignment(s) are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the RDR Board of Directors and/or RDR Chair. Grounds for dismissal include, but are not limited to, a breach of:

- The Volunteer Agreement
- Confidentiality Agreement
- Conflict of Interest Agreement
- Police Reference Check (if required)

Volunteers may resign from their volunteer service with the organization at any time. It is requested that volunteers who intend to resign provide advance notice of their departure.