

Personnel

Volunteer Policy

GFOA Alberta – Policy Manual

Policy Type: Personnel	Number: 3.2.2
Policy Name: Volunteer Policy	Original Effective Date: May 6, 2020 Date of Last Amendment:
1. Overview	
1.1 Definition of 'Volunteer'	
A 'volunteer' is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of GFOA Alberta. Volunteers are viewed as a valuable resource to GFOA Alberta, its Administration and its stakeholders.	
1.2 Purpose of the Volunteer Policy	
This policy is to provide overall guidance and direction to Administration and volunteers engaged in volunteerism for GFOA Alberta. This policy is intended for internal guidance only and does not constitute, either implicitly or explicitly, a binding contract or personnel agreement. The Board of Directors (Board) reserves the exclusive right to change any of these policies at any time. Areas not specifically covered by these policies shall be determined by the Executive Director.	
1.3 Scope	
Unless specifically stated, this policy applies to all non-board member volunteers in all programs and projects undertaken on or on behalf of GFOA Alberta, and to all departments and sites of operation of GFOA Alberta.	
1.4 Role of the Executive Director	
The productive utilization of volunteers requires a planned and organized effort. The role of the Executive Director with respect to volunteers is to provide a central coordinating point for effective volunteer management within GFOA Alberta, and to direct and assist Administration and volunteer efforts to jointly provide more productive services. The Executive Director shall also bear responsibility for liaising with volunteer groups such as Task Forces, the Conference Committee and the Board.	
1.5 Service at the Discretion of GFOA Alberta	
GFOA Alberta accepts the service of all volunteers with the understanding that such service is at the sole discretion of GFOA Alberta. Volunteers agree that GFOA Alberta may at any time, for whatever reason, decide to terminate the volunteer's relationship with GFOA Alberta. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with GFOA Alberta. Notice of such a decision should be communicated as soon as possible to the Executive Director.	
1.6 Volunteer Rights and Responsibilities	
Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of GFOA Alberta.	
1.7 Scope of Volunteer Involvement	
Volunteers may be utilized in all programs and activities of the Association and serve at all levels of skill and decision-making. Volunteers should not, however, be utilized to displace any paid employees from their positions.	
2. Volunteer Management Procedures	
2.1 Two Hat Policy	
Members of the Board are not excluded from participation in other volunteer opportunities with the GFOA, however board member responsibilities must remain the priority.	
2.2 Representation of the Association	
Prior to any action or statement which might significantly affect or obligate the Association, volunteers should seek prior consultation and approval from the Executive Director. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations/levels of government, or any agreements involving contractual or financial obligations. Volunteers are authorized to act as representatives of GFOA Alberta as specifically indicated within their job descriptions and only to the extent of such written specifications.	
2.3 Confidentiality	
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 administration, volunteers, stakeholders, or other persons, or involves overall GFOA Alberta business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Association or other corrective action.	
3. Volunteer Recruitment and Selection	
3.1 Position Descriptions	
Volunteers require a clear and complete understanding of the duties and responsibilities of the position which they are expected to fill as per terms of reference and orientation.	
3.2 Recruitment	
Volunteers shall be recruited by GFOA Alberta on a pro-active basis. Volunteers shall be recruited without regard to gender, age, race, religion, sexual orientation or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of GFOA Alberta. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.	
3.3 Interviewing	
Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person, telephone or other electronic means. Interviews will be the responsibility of the Chair of the respective Task Force, committee, or the Executive Director.	
3.4 Acceptance and Appointment	
Service as a volunteer with GFOA Alberta shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by a task force or committee chair or the Executive Director. No volunteer shall begin performance of any position until they have been officially accepted for that position.	
3.5 Professional Services	
Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license should be maintained by the Executive Director.	
3.6 Leave of Absence	
At the discretion of the Chair of the respective Task Force or committee, or for members of the Board, the President, may grant leaves of absence to volunteers.	
4. Additional Provisions	
4.1 Reimbursement of Expenses	
Volunteers may be eligible for reimbursement of expenses incurred while undertaking business for GFOA Alberta. Prior approval must be sought for any expenditures from the Executive Director.	
4.2 Insurance	
Liability and accident insurance are not provided for volunteers engaged in GFOA Alberta business.	
4.3 Recognition	
Volunteer recognition will be conducted to highlight and reward the contribution of volunteers to the Association during the GFOA Alberta annual conference.	