



Policy – Volunteers

Purpose

To ensure that people, who volunteer to contribute to the QEXCA (the Association), are welcomed and informed about the Association and the role they play. For their contribution, volunteers will be appreciated and acknowledged.

Policy

The Association recognises that, even though they are not compensated financially, volunteers are employees. They work for intrinsic rewards.

All volunteers work for the Association, which is accountable to the Community. Thus, all volunteers are accountable to the Community.

Potential volunteers will be screened to the extent appropriate for the intended activity or program.

Procedures

Potential volunteers will be contacted by the Director, Volunteers about opportunities.

Volunteers will be made aware of the Purpose and Objectives of the Association.

Volunteering positions involving handling finances will require a Criminal Record Check. Volunteering for events and programs involving children or seniors will require a Criminal Record Check with Vulnerable Sector Check.

Volunteers will be given the knowledge of the duties they are accepting and the resources to perform them, including knowledge of the reporting structure associated with the activity or program.

Volunteers will be given appropriate support, encouragement and recognition for the contribution they make.

Volunteers must carry out the assigned duties conscientiously and respectfully.

Volunteer of the Month

Nominations:

- a) Volunteer of the Month candidates are brought forward through nominations from the community
- b) Candidates include anyone who volunteers for the community.
- c) Community members may each nominate one person for Volunteer of the Month.
- d) When nominating a Volunteer of the month, the candidates name, volunteer duty/position and reasoning why will need to be indicated.
- e) The nominations will be held until the 15th of the preceding month.

Results:

The Director of Volunteers will tally the results.

- a) The candidate nominated with the most votes will be awarded Volunteer of the Month.
- b) If there is a tie in nominations, then an ad hoc committee comprised of 3 Board Members would make the decision on who is awarded the Volunteer of the Month.
- c) The ad hoc committee will consider the accomplishments and reasoning behind the nomination of the candidates.



d) Once the results are tallied the Director of Volunteers will inform the QEXCA Board Members.

Successful Candidate:

- a) The Director of Volunteers will then award Volunteer of the Month to the successful candidate and contact the Volunteer of the Month.
- b) The Volunteer of the Month will be highlighted on the website and social media accounts to showcase their contribution to the community.

*This Policy was approved by the Board of Directors and ratified by the Association on the **first** day of **December 2020**.*

Office

Name

Signature

