

APPENDIX 3

List of Potential Volunteer Policies

Broad Policies for Volunteer Services

In most settings, the volunteer services will require specific policies that apply to the unique features of volunteer roles and the environment in which volunteers function. These policies set the framework for volunteer services. The Township will decide which policies to develop that are appropriate for Township Volunteers in consideration of all roles developed and in some cases these policies for volunteers are housed within human resources policies. A separate Volunteer Policy Manual can also be created and shared appropriately with volunteers.

1. Philosophy of Involvement
2. The Right to Volunteer
3. Right of Refusal to accept a Volunteer
4. Definition of a Volunteer
5. Paid versus Unpaid Work – Who should do what work?
6. The Importance of Language
7. Special Case volunteers – Students; Court referrals; Loaned Representatives; Clients as Volunteers; Employees as Volunteers
8. Allocation of Resources
9. Representation in Decision-Making
10. Anti-Racism
11. AIDS and other Communicable diseases
12. Harassment
13. Health and Safety – Working conditions for volunteers
14. Communicable disease (universal precautions)
15. Smoking
16. Access to Information
17. Confidentiality
18. Conflict of Interest
19. Use of Organizational Affiliation
20. Speaking on behalf of the organization
21. Volunteer – Paid Staff Relations
22. Mandatory Training
23. Risk Management
24. Use of Social Media to Solicit Volunteers

Specific Policies within Volunteer Services

1. Job Design/ Opportunity Descriptions

2. Recruitment
 - a. Community Representation
 - b. Discrimination
 - c. Affirmative Action
 - d. Special Needs volunteers
 - e. Recruitment of Minors
 - f. The importance of recruitment
3. Interviewing
4. Screening
5. Background Check
 - a. Police Check
 - b. Personal/Professional Reference Checks
 - c. Permission to Divulge Sources
6. Criminal Record/Community Service Order
7. Certification of Qualifications
8. Placement
9. Probation
10. Acceptance of Appointment/Contract Agreement
11. Dress Code
12. Identification of Volunteers
13. Orientation
14. Training
15. Continuing Education
16. Volunteer Recognition
 - a. Volunteer Awards
 - b. Informal Recognition
 - c. Reimbursement – Enabling Funds
 - d. Perks
 - e. Recognition of Volunteers by Paid Staff
 - f. Volunteer Mobility
 - g. Recognizing Paid Staff who work with volunteers
17. Supervision
18. Record Keeping, data protection, and information management
19. Absence and Leave of Absence
20. Performance Review/Evaluation or Feedback
21. Evaluating Board Members
22. Grievance/Complaint Procedure
23. Volunteer Discipline and Dismissal
 - a. Progressive Discipline
 - b. Immediate Dismissal
24. Volunteer Services Evaluation
25. Unions
26. Strikes

- a. To involve volunteers?
 - b. What Work?
 - c. Which Volunteers?
 - d. Picket Line
 - e. Volunteer Supervision during a strike
27. Insurance
28. Communication with Volunteers
29. Freedom of Information,

Sources:

Linda Graff By Definition: Policies for Volunteer Programs 1992.

Linda Graff: Best of All: The Quick Reference Guide to Effective Volunteer Involvement, 2005.

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