



VOLUNTEER POLICY

GOVERNING BODY: Board of Directors, Staff
DATE APPROVED: May 26, 2019
APPROVED BY: Board of Directors
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Review Cycle: 5 years

GOAL

This policy underlines the importance of volunteers for smooth service delivery by CDIC. It establishes the foundations for a volunteer recruitment, orientation and recognition program. Finally, it shows the extent to which CDIC cares for consistency and equity when it comes to implementing an efficient volunteer program.

SCOPE

The policy is directed at the organization's volunteers, as well as any staff responsible for supervising volunteers, or whose tasks require that they interact with volunteers. The policy relates to the following policies and takes them into account: Code of Ethics, Conflict of Interests Policy, Privacy Policy.

POLICY

A volunteer accepts a position without pay or expectation of any fee or remuneration, other than the reimbursement of previously approved expenses.

A volunteer's recruitment is official and confirmed in writing, for a specific duration, and also includes specific tasks in line with CDIC's mandate and policies.

A volunteer position has a title, a description of requirements and tasks to be performed.

A volunteer position has a starting date and an ending date, or renewal date.

CDIC may from time to time specify various volunteer categories in response to its operational needs (for example students, intern, community or specialized) and format its recruitment, orientation and evaluation tools accordingly.

CDIC does not accept volunteer work from its employees, but encourage them to assist with identifying potential volunteers, and does not discourage them from volunteering outside the organization, for our partners for instance. Staff family members can volunteer at CDIC, but will not be supervised by their family member.

A volunteer position includes a probation period, if it is an ongoing regular position, as opposed to a sporadic or one event only situation.

Every volunteer candidate must submit their application in writing.

Every volunteer candidate meets an interviewer, be it in person or online.



VOLUNTEER POLICY (cont'd)

Every volunteer submit references, accept that CDIC contacts them and accept a judicial record check, if their tasks require that they interact with vulnerable people or artefacts of the collection.

Every volunteer has the right to an orientation session from someone entitled to provide it.

Every volunteer has the right to a clean, safe environment where harassment and intimidation is strictly forbidden.

Every volunteer committed to CDIC for a specific period, is responsible for reporting, as soon as possible, any barriers preventing tasks to be performed, or any staff or volunteer doings that contravene CDIC's policies, or could be criminal in nature.

Each volunteer accounts of his or her volunteer hours, and reports them in a timely fashion.

Every volunteer takes part in his or her performance evaluation, and the evaluation of the position itself.

Every volunteer is reimbursed for his or her expenses incurred during activities, as long as such expenses had been previously approved and follow procedures in place.

Every volunteer deserves to be recognized for his or her work and to be treated with respect and equity by his or her peers and CDIC' staff.

Every volunteer who makes a mistake has the right to a warning, or being offered a different position, before being fired, except in case of criminal action, or undisclosed conflict of interests, or disrespect towards CDIC's policies.

RESPONSABILITY

Depending on available resources, implementation of the policy is the board of director's responsibility, or a designated staff member. CDIC may enter an agreement with a local volunteer centre for implementing, in part or as a whole, its volunteer program.

EXPECTED OUTCOMES

Volunteer participation complements CDIC's communication plan, in such a way that a network of enthusiasts for children's expression is facilitated and expanded. As such, each program of the collection should be able to welcome and include volunteers. Volunteer involvement is ultimately what guarantees CDIC's longevity. Finally, the volunteer program helps to assess the amount of hours required to reach program objectives, and to include this information in the organization's report and make it available to partners and funders.