



Manual: Board	Policy #: BD16
Policy Name: Volunteer Involvement	Section: Section 1: Board
Original Date: September 24, 2001	Revised Date: September 25, 2017
Reviewed By: Peter Sproul	Reviewed Date: August 31, 2021
Approved By: boardofdirectors	Approved Date: May 29, 2019

## External References

1. Canadian Code for Volunteer Involvement for the International Year of Volunteers.

## Preamble

In solidarity with voluntary organizations throughout Canada, the Board of Community Living Kingston adopts as its own Policy the text of the Canadian Code for Volunteer Involvement.

## Policy

### VALUES FOR VOLUNTEER INVOLVEMENT

**Volunteer involvement is vital to a just and democratic society.**

- It fosters civic responsibility, participation and interaction.

**Volunteer involvement strengthens communities.**

- It promotes change and development by identifying and responding to community needs.

**Volunteer involvement mutually benefits both the volunteer and the organization.**

- It increases the capacity of organizations to accomplish their goals, and provides volunteers with opportunities to develop and contribute.

**Volunteer involvement is based on relationships.**



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- Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.

## **GUIDING PRINCIPLES FOR VOLUNTEER INVOLVEMENT**

**Voluntary organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.**

- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.

**Volunteers make a commitment and are accountable to the organization.**

- Volunteers will act with respect for the beneficiaries and community.
- Volunteers will act responsibly and with integrity.

## **ORGANIZATION STANDARDS FOR VOLUNTEER INVOLVEMENT**

- The boards of directors and senior management acknowledge and support the vital role of volunteers in achieving the organization's purpose and mission. Board members, along with other volunteers as appropriate, will be reimbursed for expenses related to activities of governance for the organization. Those expenses must be approved in advance by the Board President and Executive Director and comply with applicable legislation including the Broader Public Service guidelines.
- Policies and procedures are adopted by the organization to provide a framework that defines and supports the involvement of volunteers.
- A qualified person is designated to be responsible for the volunteer program.



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- A clearly communicated screening process is consistently applied.
- Volunteer assignments address the purpose of the organization and involve volunteers in meaningful ways—reflecting their various abilities, needs and backgrounds.
- Volunteer recruitment and selection reaches out to diverse sources of volunteers.
- Volunteers receive an orientation to the organization, its policies and procedures, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision according to their task and given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members of the organization's human resources.
- The contributions of volunteers are regularly acknowledged with formal and informal recognition methods.