



Volunteers

* This policy is adapted from policies of The Winnipeg Foundation and Community Foundations of Canada.

This document is to serve as a tool for your community foundation to build a policy that is relevant and applicable to your foundation's context. The function of each policy is listed in the footer on the left of the policy template. On the right of the footer and in the policy template section is Endow Manitoba's numerical category for organizing these policy templates in our files, modify them to reflect the order of your community foundation's policies.

Policy Template

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| Policy name: 1.09 Volunteers | Effective date: (The date the policy became effective) |
| Policy type: Organizational | Monitoring frequency: (Suggested: 3-5 years) |
| Policy owner: (This is who is responsible for this policy. It can be the board of directors, the board chair, a specific staff person.) | Revision history: (History of revisions) |
| Who approves: | Next review date: |

Background and purpose

(Explains relevant historical information and the purpose of the policy).

Sample: The success of the Foundation is dependent on the work of its volunteers, whether at a policy or direct service level. A respectful, meaningful working relationship between volunteers and staff is critical to that success. This policy outlines the principles, expectations, and commitments that govern the relationship between the Foundation and its volunteers to ensure a positive, productive, and rewarding experience for all.

Scope

The policy applies to all board members, committee members, volunteers, and staff of the Foundation.

Policy statement

(Outlines the intent, principles, and expectations of the Foundation regarding a specific subject or area of operation. It serves as a guiding framework for decisions, actions, and behaviors within the Foundation.)



Sample: The Foundation values the time, skills, and dedication of its volunteers. The Foundation is committed to providing a supportive environment where volunteers can contribute meaningfully to its mission. In turn, volunteers are expected to uphold the values and principles of the Foundation while adhering to the guidelines outlined in this policy. It is important for volunteers to be clear on their role and responsibilities and how these relate to the mission of the Foundation. This policy defines the support and involvement of community foundation volunteers.

Things to consider for inclusion in the policy

This is not a comprehensive list, but rather a list of ideas to start a meaningful conversation related to policy development.

Responsibilities

- Will the Foundation use volunteers, and if so, what experience, skills or qualifications is required? What work can be done by a volunteer?
- What role(s) will the volunteers take and what are the responsibilities of each role?
- How will the volunteers be assigned to their roles and how do these roles relate to the Foundation mission?

Recruitment

- How will volunteers be recruited, screened, oriented and trained and by whom?
- Does each volunteer need to be approved by the Board?

Training, support, and supervision

- What type of training/orientation will a volunteer receive? Will the volunteers be mentored by a member of the current Foundation team?
- Who is responsible for supervising the volunteers?
- How is feedback provided to both the Foundation from volunteers and from the Foundation to volunteers?
- What HR policies of the Foundation will apply to volunteers?

Recognition

- How are the contributions of volunteers acknowledged and recognized?

Policy Review

- Who is responsible to review this policy?
- Will the review be done every [2-3] years?