



**United Way**  
**Lloydminster & District**  
**Change starts here.**

## **Lloydminster & District United Way** **Volunteer Policy**

### ***PURPOSE***

The volunteer management policy outlines the philosophy, responsibilities, and principles of the management of volunteers who work directly with staff of United Way of Lloydminster and District.

### ***SCOPE***

This policy applies to all volunteers and employees who are engaged in managing volunteer relationships. Volunteers are individual who apply their expertise, ideas, energy and labor to support United Way Lloydminster and District.

### ***POLICY***

United Way Lloydminster and District invites the active participation of community members in its work and recognizes the vital contributions volunteers make to the achievement of organizational goals.

United Way Lloydminster and District will support and engage volunteers according to the guidelines set out in the Canadian Code for Volunteer Involvement. The organization recognizes the right of volunteers to be treated respectfully and in keeping with their capabilities and limitations. Volunteers will receive information about the expectations associated with their role, the support that will be provided to them, and how their work contributes to the organization's overall mission.

Efforts will be made to place volunteers according to their area of interest. However, if the position of interest is not available or the volunteer does not meet the position's requirements, United Way Lloydminster and District may offer a different opportunity or may decline the offer of volunteer assistance.

### ***PROCEDURES***

Each volunteer will receive a volunteer orientation package which includes a copy of their job description, staff contact information and other information relevant to their role, such as welcome letter, training, key dates, donor brochures and pledge forms (if applicable).

Each volunteer will be asked to affirm their commitment to United Way Lloydminster and District Code of Conduct and Ethics. Any additional requirements such as a Vulnerable Sector Screening or Criminal Background Check will be clearly noted in the volunteer job description.

Staff members are responsible for tracking and maintaining all information pertaining to volunteers according to established standards.

Staff at United Way Lloydminster and District will keep all paper documentation relating to a volunteer's involvement. This includes Vulnerable Sector Screening and Criminal Background Checks, a signed Code of Conduct and Ethics declaration, or other pertinent records. This information will be collected and managed under the Records Information Management.

Staff members will have access to the Volunteer Engagement Toolkit, which outlines expectations and provides templates and resources relating to all aspects of working with volunteers including recruitment, training orientation, roles and responsibilities, evaluation, supervision, expense reimbursement, conflict resolution and redeployment.

### ***POLICIES APPLYING TO VOUNTEERS***

Code of Conduct and Ethics (and related Policies)

Accessibility Policy

Alcohol and Drug Use Policy

Personal Relationships and Relatives in the Workplace Policy

Privacy Policy

Vulnerable Sector Screening Policy

Whistleblower Policy

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