

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.3 Programs and Projects	Date of Last Amendment	March 27, 2017
Subject	3.2.12 Volunteers		
Subject			
Attachments			
Reference			

Purpose

The purpose of the policy is to set out ESCC’s relationship with volunteers.

Policy

The ESCC values and encourages the involvement of volunteers to the operation of the Council and its services. Volunteers are expected to adhere to ESCC policies and procedures and conduct themselves appropriately.

Responsibilities

The Executive Director is responsible for volunteer management in accordance with Board policy.

Procedures

Volunteers are recruited based on project descriptions and necessary qualifications.

ESCC strives to provide volunteer work that is fulfilling in a safe and respectful environment. There may be instances where the services of a volunteer may no longer be required.

Volunteers will receive orientation and/or training, an outline of duties, support and supervision by staff, and recognition by ESCC.

Any grievances by a volunteer will be handled with a process that follows the employee grievance process.

Volunteers will be reimbursed for pre-approved expenses incurred in their work with ESCC.