

VOLUNTEER RECRUITMENT PROCEDURE

Provide introductory information:

A package of information that would include:

Who are we?

What do we do? (Products, programs, projects and services)

How do we go about it?

Contribution to the community and potential rewards to the volunteer

The contact person fielding the inquiry should obtain contact information from the potential candidate and forward on to the Chair and/or General Manager

Initial Interview:

The Chair (or designate) and General Manager will conduct an interview with the candidate and obtain the information requested in the questionnaire. Questions that the candidate may have regarding the organization may be asked at this time.

Information regarding what is expected of the candidate, including general information regarding privacy and conflict of interest policies would be provided to the candidate at the initial interview.

The application and answers to the questionnaire obtained during the initial interview would be presented to the Board of Directors, which agrees to do one of the following:

1. Give “provisional approval” to the prospective volunteer. “Provisional approval” means that the Board has approved the application provisional on the candidate’s decision to join the organization after having had an opportunity to learn more about its purpose and programs.
2. Reject the application
3. “File” the application for a review at a later date
4. Request additional information from the candidate.

Official response returned to the candidate. Where the candidate has received “provisional approval” they will be invited to attend a meeting as a “guest” in order to learn more about the organization and the role that they would play.

Candidate decides whether or not to join the organization

Where the candidate decides to join the organization, their membership is ratified at the next scheduled Board Meeting.

Orientation:

Candidate attends an orientation session with the Chair (or designate) and the General Manager and is provided with an orientation package. At this time the new member is asked to sign documents relating to privacy of information and conflict of interest.

If the new member is participating in a committee, they will be provided with excerpts of the Policy and Procedures Manual dealing with the organization of committees and the respective roles of the Board of Directors, Chair and General Manager. The Chair (or designate) and the General Manager will provide direction regarding the specific committee that the new member is going to serve.

For a new member to be considered for selection to the Board of Directors, they would require their nomination to go forward either from an existing Director, the General Manager or off the floor of the Annual General Meeting. All nominations would be reviewed by the Executive Committee in the absence of a Human Resources Committee.

If the new member is selected to sit on the Board of Directors, they will execute the Agreement of Association with the Corporation and The Board of Director’s Oath of Confidentiality. Upon completion of these documents the candidate will receive a copy of the Policy and Procedures Manual as well as a copy of the current strategic plan.

The Chair (or designate) and the General Manager will provide a brief on current issues facing the organization.