

CHEBEAGUE ISLAND HISTORICAL SOCIETY

POLICY NAME: VOLUNTEER POLICY

DATE: April 17, 2023

PURPOSE

The Chebeague Island Historical Society relies on the contribution of volunteers to maintain its facility, services, and programs. All volunteers should be familiar with the CIHS Volunteer Policy and record their activities and time on our Volunteer Log. Maintaining records of volunteer hours serves many purposes. Among these are:

- Improving the return on investment (ROI) of volunteer programs. The return of investment of a volunteer program can be partly measured by how many hours volunteers contribute. Logging volunteer hours can help CIHS understand the volunteer program's ROI and from this, take the necessary steps to improve it.
- Sharing the CIHS programs impact. Through the log, CIHS can show and share with volunteers, stakeholders, donors, and community members how the Historical Society makes a difference in the community. In tracking and recording the hours volunteers contribute, CIHS can show the community that we are having an impact and delivering on our mission.
- Helping CIHS receive grants. Many granting-giving entities require that non-profits keep track and report their volunteer contributions. By showing proof of significant volunteer hours, CIHS has chances of securing the funding we need.

VOLUNTEER POLICY

Definition of the Relationship

Volunteers are individuals or groups who offer their time, experience, knowledge and skills without financial gain beyond reimbursement of expenses; helping us to achieve our aims. There is no contract of employment between CIHS and its volunteers and volunteers are not considered employees of CIHS.

CIHS' Commitment to the Volunteer

CIHS views its volunteers as a valuable resource and is committed to providing support and recognition of their input. Volunteers are supported through the provision of resources necessary to complete their duties, appropriate training and a supervision commitment. Volunteer contributions are recognized through written references (where appropriate), invitation to special events and opportunities to provide feedback regarding the development of volunteer management at CIHS. Volunteers have the right to refuse any request made of them and are not bound by contract, but are obliged to volunteer in line with this Volunteer Policy.

Commitment of the Volunteer

CIHS expects volunteers to behave in a manner which reflects positively on CIHS and to promote the key organizational messages where possible. CIHS expects volunteers to execute agreed duties, unless otherwise informed, and requests that volunteers carry out in the name of the charity only those tasks approved by supervising staff.

Recruitment and Selection

CIHS recruitment and selection of volunteers is designed to ensure that we recruit volunteers who are suitable for the role they would like to do. CIHS will provide the volunteer the Volunteer Policy, Volunteer Time Log, and Expense Report. Support, guidance and supervision are provided as appropriate.

Equal Opportunities and Diversity

CIHS is committed to promoting equal opportunities. Volunteering opportunities at CIHS are open to all regardless of age, race, disability, ethnic origin, gender, marital status, nationality, national origin, race, religion, sexual orientation, pregnancy or maternity.

Training

All volunteers will receive a general orientation on the nature and purpose of the organization as well as task specific training to ensure they can carry out their work on behalf of CIHS effectively and efficiently.

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Volunteer Time Log

Volunteers are responsible for completing the Volunteer Time Log for each month during which they volunteer time. The completed log should be submitted to the supervisor by the 5th business day of the following month.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed.

Support and Recognition

All volunteers will have a supervisor responsible for the management of their work, who is there to provide guidance and assistance. Those engaged in more sustained volunteering will have more formal supervision sessions at agreed intervals. These sessions shall be conducted via email, phone, Zoom or face-to-face as appropriate and agreed.

Volunteer Expenses

Reimbursement of expenses incurred while volunteering for CIHS will be on a case-by-case basis and must be approved in advance. As needed, the CIHS Expense Report can be utilized to request reimbursement.