

- a) The Volunteer Committee provides assistance with program and service delivery and to support Britannia's Strategic Plan.
- b) The committee will assist in promoting the volunteer program and participate in any volunteer initiatives at Britannia.
- c) The Volunteer Committee engages our community, builds community and develops volunteering opportunities.
- d) The Volunteer Committee develops the Volunteer Program and recognizes the contributions of Britannia's volunteers.
- e) The Volunteer Committee bridges communication among all volunteers at Britannia.
- f) The Volunteer Committee maintains professional standards of Volunteer Management (Canadian Code for Volunteer Involvement).
- g) The Volunteer Committee informs and advises the Board of Management on issues related to the Volunteer program.

GUIDELINES

- a) The Volunteer Committee is open to members of the community that are active registered Britannia volunteer.
- b) The committee will include the Volunteer Program Coordinator and active members of the volunteer program and consists of a minimum of 3 members of which at least one must be a Board member, the chair to be called by the committee. Not to exceed 12 members.
- c) To become a member of the Volunteer Committee, a volunteer must attend three meetings.
- d) To continue as a member in good standing, individuals must continue to attend meetings and be present for 5 meetings per year.
- e) All volunteer members in good standing can vote on financial matters.
- f) Decisions are made by consensus, or, in the case of a formal motion, by majority vote.
- g) Quorum will be set as two-thirds of all members in good standing.
- h) Staff members are non-voting advisors who do not make motions and do not count towards a quorum.
- i) The committee will present an annual budget to the Board for approval and will manage its finances in accordance with this budget.
- j) The committee is covered by the conflict of interest policy of the Britannia Society.

MEETING SCHEDULE AND PROCEDURES

- a) Meetings will take place monthly from September to June and other times as required.

- b) All members will be given advance notice of one week for all meetings.
- c) The agenda will be prepared by the Volunteer Program Coordinator.
- d) Any Committee member may request inclusion of an item on the agenda.
- e) A monthly report to the Board will be submitted and presented at the Board meetings.

REPORTING PROCEDURE

- a) The committee receives reports from the Volunteer Coordinator and discusses any issues that must be addressed.
- b) The committee will review and discuss ideas and issues brought forward by Britannia Volunteers, the Volunteer Coordinator, or the Programming Staff.
- c) The Volunteer Committee will report to the Board of Management through the Program Committee, the Community Recreation Coordinator, the Volunteer Coordinator or the sitting board member.
- d) Minutes are filed with the front office for public access.

AUTHORITY FOR THE COMMITTEE AND ITS OPERATIONAL STRUCTURE

On June 10, 2009 the Board of Management approved a motion to establish the Britannia Volunteer Committee that will work with the Volunteer Coordinator in setting Volunteer guidelines, policy for the Volunteer Program and in providing input to the Volunteer Program. This committee will report to the Board of Management.

Revised December 2016