

RPCA Volunteer Service Policy (updated December 2010)

Definition:

A volunteer is a person who does a specified set of tasks which assists the RPCA in meeting its goals and objectives without the expectation of financial compensation for the performance.

Position Description:

All volunteers will receive a written position description.

Supervision:

General orientation is provided at the interview or during a regularly scheduled information tour

A member of the Board of Directors will be assigned to supervise volunteers within a project

Expenses:

Funds are available for "Out of Pocket" expenses for some volunteer activities. Check with the RPCA Board of Directors before incurring any expenses.

Rights and Responsibilities:

Volunteers have the right to

- be given meaningful tasks
- receive effective supervision and support
- be involved, where appropriate, in making decisions
- be recognized for work well done
- have a position description

The RPCA carries a liability insurance policy which covers volunteers doing assigned tasks at designated locations.

Volunteers are requested to inform their supervisor if, for any reason, they are unable to make a scheduled shift of duty.

Volunteers must get approval from the RPCA before making any statement or initiating any action that might significantly affect or obligate the RPCA.

Volunteers may not act as representatives of the RPCA unless specifically requested by the RPCA Board of Directors.

Reassignment or Discharge:

Volunteers may resign, request reassignment, or additional duties, at any time

The RPCA accepts the involvement of all volunteers with the understanding that their involvement is at the sole discretion of the RPCA.

Should a volunteer

- be unable or unwilling to satisfactorily complete volunteer assignment or interfere with ability of others to do their work.
- breach confidentiality.

- behave in a manner that threatens the RPCA
the incidents will be documented and appropriate action taken.

References:

Should a volunteer wish to use a member of the RPCA Board of Directors as a personal reference, he/she is requested to obtain permission in advance.

Confidentiality:

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, Personal information such as names, addresses, phone numbers, state of health, family, finances etc. and any RPCA information not destined for public circulation is considered confidential.

Recognition:

In acknowledgment of the importance of volunteers
The RPCA holds a yearly Volunteer Recognition Event
5, 10, 15, 20 and 25 years of service are recognized
An Outstanding Achievement Award for exceptional volunteer contributions is offered each year.