

Membership Policies and Procedures

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1 Preamble

Purpose of Membership Policies and Procedures

The purpose of this policy of the Volunteer Bureau of Leeds and Grenville is to outline the categories of membership, the applicable membership fees, eligibility criteria for membership, benefits of membership and the procedures and forms for applying for membership.

2 Categories of Membership

Agency/Organization: Any organization interested in becoming a member of the Volunteer Bureau of Leeds and Grenville must fall under the following categories:

Nonprofit agencies and organizations: Registered Charitable Status in Canada or incorporated with Ontario Ministry of Government Services under Societies Act (nonprofit organizations/government agencies/associations); must have a designated supervisor (paid or unpaid) for the organization's volunteer program, and must follow best practices for volunteer management, such as the Canadian Code for Volunteer Involvement.

Discretionary organizations: Organizations, corporations and businesses that utilize volunteers and or staff to enhance and extend volunteer services that improve the quality of life in the community, including the governing/organizing bodies of time-limited community events (such as the Ontario Seniors Games, the International Plowing Match).

Individual: individuals who live and/or work in Leeds and Grenville, are supporters of volunteerism and of the Volunteer Bureau, and wish to have voting privileges at the Bureau's Annual General Meeting, may become individual members of the Volunteer Bureau.

Note: For the transitional year 2006: Non-profit agencies and organizations and discretionary organizations that have not paid the required membership fee for full membership for the calendar year 2006 will be considered interim or affiliate members. Thereafter, they will not be members until and unless the required annual membership fee is paid.

3 Membership Fees

Annual membership for agencies/organizations and individual supporters: The annual membership fee for agencies, organizations and individual members will be established by the Board of Directors and reviewed annually. Members will be invoiced for this fee in the last quarter of each year. Dues are payable by December 31 for the following year.

4 Eligibility Criteria

The Board of Directors of the Volunteer Bureau of Leeds and Grenville will regularly review and approve the membership list that has been developed and administered by its Executive Director.

Eligibility Criteria for agencies/organizations:

To qualify for a membership with the Volunteer Bureau of Leeds and Grenville, the applying organization must complete the following steps prior to receiving service:

- Pay the yearly membership fee established by the Board of Directors of the Volunteer Bureau;
- Complete the required registration forms;
- Provide documentation supporting the organization's status as a charitable or not-for-profit organization; and
- Attend an orientation session with Volunteer Bureau of Leeds and Grenville staff to review the services of the Bureau.

Eligibility Criteria for individual members:

- Pay the yearly membership fee established by the Board of Directors of the Volunteer Bureau;
- Complete the required registration forms;
- Attend an orientation session with Volunteer Bureau of Leeds and Grenville staff to the services of the Bureau; and
- Accept the invitation to and voting rights at the Annual General Meeting of the Volunteer Bureau of Leeds and Grenville.

5 Responsibilities of Members

- Accept the invitation to and voting rights at the Annual General Meeting of the Volunteer Bureau of Leeds and Grenville.
- Corporations and businesses wanting to be members will be required to complete a Member Information form.
- Members wishing to renew their membership must update their listing at the time of renewal and notify the Volunteer Bureau of any changes to the member's contact information.
- Member organizations and agencies must:
 - Submit clear, concise and interesting volunteer position descriptions;
 - Contact referred volunteers, even if the placement will not be immediate; and
 - Inform the Volunteer Bureau staff if a position has been filled, changed or cancelled.

6 Membership Benefits

Member agencies and organizations receive:

- Recruitment, interviewing and referral of volunteers to the member organization youth, adult, senior, family and corporate volunteering through the Volunteer Bureau;
- Assistance to organizations with their own volunteer recruitment initiatives and access to recruitment campaigns;
- Training and consultation on volunteer issues and recruitment;
- Advocacy for and promotion of volunteerism in Leeds and Grenville;
- Connections to and networking with other organizations (through brown-bag lunches, networks and interagency meetings) and with provincial and national associations that are dedicated to supporting volunteerism;
- Exposure to volunteers from the corporate sector (businesses and organizations) through their workplace volunteer programs;
- Consultation in Voluntary Sector Management/governance practices and issues;
- Mentorship and peer support from other voluntary sector leaders;
- Opportunity to participate in professional development workshops and opportunities;
- Borrowing privileges with the Volunteer Bureau's library of non-profit, fundraising and volunteer management resources;
- Access to the Volunteer Bureau's new interactive online database "Community Hub", to enhance recruitment and management of volunteers, and to other resources available on the Bureau's website;
- Assistance with computer hardware or software installation and upgrading, along with network maintenance, trouble-shooting and repair;
- Ability to promote volunteer opportunities and special events through unique media opportunities and targeted promotional campaigns;
- Member organizations' brochures distributed and/or displayed in the Volunteer Bureau's office and at volunteer fairs/expos;
- Invitation to participate in local and regional volunteer expos, both public and student-targeted;
- Receipt of the Volunteer Bureau's newsletter "Bureau Buzz" including valuable information, a "wish list" exchange of equipment", and a special events calendar;
- Opportunity to participate in National Volunteer Week activities and to raise funds throughout Leeds and Grenville in the annual Leeds and Grenville Mayors' Walk; and
- Opportunity to participate in innovative new initiatives, programs and services as they are developed and implemented.

Individual members receive:

- Advocacy for and promotion of volunteerism in Leeds and Grenville;
- Connections to and networking with other volunteers and voluntary organizations and with provincial and national associations that are dedicated to supporting volunteerism;
- Recruitment, interview, assessment of the individual's volunteer interests and needs, and referral to volunteer opportunities in Leeds and Grenville;
- Borrowing privileges with the Volunteer Bureau's library of non-profit, fund-raising and volunteer management resources;
- Access to the Volunteer Bureau's new interactive online database "Community Hub", to enhance the individual's search for volunteer opportunities, and to other resources available on the Volunteer Bureau's website;
- Invitation to participate in local and regional volunteer fairs/expos;
- Receipt of the Volunteer Bureau's newsletter "Bureau Buzz" including valuable information, a "wish list" exchange of equipment", and a special events calendar;
- Opportunity to participate in National Volunteer Week activities and to raise funds throughout Leeds and Grenville in the annual Leeds and Grenville Mayors' Walk; and
- Opportunity to participate in innovative new initiatives, programs and services as they are developed and implemented.

Note: For the transition year 2006 only, interim/affiliate members receive:

- Advocacy for and promotion of volunteerism in Leeds and Grenville;
- Recruitment, interviewing and referral of volunteers to the member organization youth, adult, senior, family and corporate volunteering through the Volunteer Bureau; and
- Access to resources available on the Bureau's website.

7 Forms and Procedures

The Volunteer Bureau supplies a package: “Volunteer Bureau Agency Forms”, which includes all forms required for request of membership and services. The package is available at the main office, or can be distributed through e-mail, or is available on the website for download.

Procedures are explained in said package or can be explained upon contact with the Volunteer Bureau. Forms and procedures are updated regularly, reflecting changes to our services.

See appendix A to SECTION II: Volunteer Bureau Agency Forms