

Editors' Association of Canada/Association canadienne des réviseurs Volunteer Guidelines

Effective date: December 2014; last revised November 2014

These are the guidelines to implement the Editors' Association of Canada (Editors Canada) *Volunteer Policy*.

Volunteer commitment

Successful volunteer performance is required for the Editors' Association of Canada/Association canadienne des réviseurs itself to be successful. The association's outcomes (operational, financial and other) often depend on volunteers.

Volunteers are expected to

- commit to their volunteer assignments in good faith,
- perform their assignments in an effective and timely manner, and
- communicate respectfully and responsibly with other volunteers as needed.

Volunteers are expected to seek guidance and feedback on their volunteer assignments. Examples of situations where guidance and feedback may be useful are described in the association's volunteer resource documents.

Where disagreement or conflict arises, volunteers are expected to address such situations respectfully, responsibly and promptly.

Volunteer recruitment

Volunteers are drawn from among the members of the association. Significant effort is made to recruit and select volunteers from a broad range of backgrounds and experiences to represent the communities served by the association.

Because volunteering can provide valuable professional development and networking opportunities, volunteer involvement is open only to members. It is a benefit of membership. Exceptions to this are the following:

- Student affiliates are allowed to volunteer for Editors Canada, a benefit that is not permitted to other affiliates.
- Where significant effort has been made to recruit from within the membership of the association but volunteers are not available, volunteers from outside the membership may occasionally help complete specific volunteer tasks for the benefit of the membership.

Volunteer assignments

Volunteer assignments should

- address the aims and objectives of the association, and
- involve volunteers in meaningful ways that reflect their various abilities, needs and backgrounds.

Where appropriate, volunteer assignments should have written descriptions that include

- duties,
- responsibilities,
- skills needed,
- time required, and
- benefits.

Volunteer assignments should be reviewed periodically to verify their relevance and value.

Orientation and training

Financial and/or other resources are allocated annually for volunteer training and recognition.

Volunteers receive information on the policies and procedures that relate to their assignment. For example, volunteers must follow association policies on confidentiality and conflict of interest.

Volunteers receive an orientation to the association and its policies and procedures, as well as training, where required, for their volunteer assignment.

Volunteers have access to information on the history, mission and structure of the association.

Volunteers are informed of the boundaries and limits of their volunteer assignment. For example, only signing officers or authorized staff may enter into contracts on behalf of the association for national-level activities (such as the annual conference) or branch- or twig-level activities (such as professional development seminars).

As resources permit, volunteers may have access to training opportunities to upgrade their skills. Training opportunities include formal instruction, seminar participation and mentorship.

Support, accountability and evaluation

Volunteers receive appropriate levels of support and supervision and are given regular opportunities to receive and provide feedback.

Volunteers are assigned to a volunteer leader at the beginning of their volunteer assignment. Volunteer leaders may be

- the national executive council or a designated member of the national executive council,
- a branch executive or a designated member of the branch executive,
- twig coordinators,
- chairs of national committees, or
- association members responsible for specific volunteer assignments.

Alternatively, volunteers may be assigned to a staff person who is responsible for coordinating a specific volunteer assignment.

Volunteer performance should be evaluated formally or informally on a regular basis.

The importance, complexity and/or risk of each assignment determine the degree of supervision and frequency of evaluation.

Poor performance or non-performance of volunteer assignments may have significant operational, financial and/or other outcomes for the association. The responsible volunteer leader is expected to address such situations respectfully and promptly, ensuring that both the volunteer leader and the volunteer understand the reasons for and consequences of poor performance or non-performance of volunteer assignments. The responsible volunteer leader may allocate additional support or provide direction.

- Where a volunteer is **appointed to a position and/or assigned a volunteer task** and continues to perform poorly or not at all, the responsible volunteer leader must raise and discuss the issue with the national executive, branch executive or twig coordinators. Given executive approval, the responsible volunteer leader may dismiss the volunteer.
- Where a volunteer is **elected to a position** and continues to perform poorly or not at all, the responsible volunteer leader must raise and discuss the issue with the national executive, branch executive or twig coordinators. Given executive approval, the responsible volunteer leader may ask the volunteer to resign.

A volunteer who believes he or she has been unfairly dismissed or asked to resign from a volunteer assignment may appeal this decision to the national executive council or branch executive as appropriate.

Volunteer compensation

Volunteer work within the association is normally not paid. However, some volunteer assignments have a high strategic importance for the association and/or require a high degree of responsibility, effective risk management, fast turnaround, a significant commitment of time and/or special expertise. Such volunteer assignments at the national level may include certification test setters and markers, translators and national award judges. For volunteer assignments that meet some or all of these criteria, volunteers may receive honoraria.

Under Bylaw No. 1 (2014), members of the national executive council and members of national committees serve on the council and committees without remuneration. However, if an individual member of the national executive council or an individual member of a national committee performs a volunteer assignment that is in addition to his or her role within the council or committee, he or she may be eligible for an honorarium as a national volunteer.

The national executive council will aim to ensure fair allocation of honoraria, given the responsibility of the council for the ethical, legal and fiscal accountability of the association.

- The national executive council reviews all honorarium requests for national volunteers. If the requests are approved, they form part of the annual budget of the association.

- The volunteer leader of a volunteer assignment may request that the national office issue honoraria approved in the annual budget. The volunteer leader must report the names of the volunteers, a brief description of their assignments, the committee involved (if appropriate) and the amount of the honoraria.
 - The volunteer leader of a volunteer assignment may not request that the national office issue an honorarium payable to herself or himself. This restriction applies even where honoraria for the volunteer assignment are approved in the annual budget.
 - Where the volunteer leader of a volunteer assignment undertakes an assignment that is in addition to his or her role within the council or committee, the volunteer leader may submit a request to the national executive council for an honorarium payable to herself or himself. This review is intended to ensure that the volunteer leader of the volunteer assignment is not directly or indirectly profiting from his or her position.

Where honoraria are proposed for branch or twig volunteers, the honorarium requests

- are reviewed and approved by the branch executive,
- form part of the annual budget of the branch, and
- are reflected in the branch annual financial report to the national executive council.

Some volunteer assignments may be identified at their outset as eligible for in-kind compensation, including complimentary registration for the national conference or branch or twig seminars. Such in-kind compensation must be authorized by the national executive council, branch executive or twig coordinators, and be fairly and consistently allocated.

Volunteer recognition

The contributions of volunteers are regularly acknowledged by formal and informal recognition methods.

- Formal recognition is delivered consistently. Recognition may include a letter of appreciation and/or acknowledgement in the annual report.
- Informal recognition is delivered in a timely and appropriate manner.

The national executive council, branch executives, twig coordinators and all staff publicly acknowledge the efforts of association volunteers.

Revisions

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.