

Number: Op9

Category: Operations

Responsibility: President/Voluntary Management Committee

Purpose:

- The purpose of this internal document is to provide guidance on all aspects of volunteering at AUSU. It does not constitute a binding contract. It supplements other AUSU policies and procedures, as well as our definition of volunteering, our mission statement and our value base.
- The policy will broaden more student representation in areas not properly represented by AUSU and also, to improve student involvement in the affairs of AUSU.
- AUSU recognizes that in order to achieve our goals we need to involve volunteers in our affairs. It is also essential that we present a model of good practice in volunteer management.

Scope:

- This policy applies to all volunteer/volunteer commissioners of the AUSU.

Roles:

- Mature and Part- Time Students Commissioner (**Restricted 1 person**)
- Racialized Students Commissioner (**Restricted 1 person**)
- LGBTQ Commissioner (**Restricted 1 person**)
- Students with disabilities commissioner (**Restricted 1 person**)
- Women Affairs commissioner (**Restricted 1 person**)
- Varsity Commissioner (**Restricted 1 person**)
- Field Commissioners (**No Restriction**)

Policy:

1. Appointment and Job Posting

- a. Volunteer Commissioners will be appointed through an interview process. Applications are short listed and suitable candidates are invited to attend an interview with the voluntary management committee.
- b. Volunteers will be recruited on a pro-active basis by AUSU using publicity avenues that are suitable for the roles that needs to be filled. This process will fall under the purview of the Voluntary Management committee.
- c. The Volunteer Position posting will be made available on the AUSU website and also, at various AUSU billeting boards. Application forms will be available for download or a hard copy can be picked up at the AUSU office.
- d. Volunteer commissioners (Only) are subject to an initial trial period of one month. The Voluntary management committee will meet with the volunteer to discuss the volunteers' suitability for their role.

2. **Responsibility** – The AUSU president is responsible for ensuring that the policy and the procedures in this document are implemented efficiently and effectively.
3. **Eligibility** – AUSU will consider involving anyone as a volunteer. Individuals must, however, be able to demonstrate a commitment to the aims of the organization and may only be placed if their needs as volunteers match the needs of the organization. No person who has a conflict of interest with any aspect of the organization will be accepted as a volunteer.
4. **Relationship with AUSU staff and Elected Board members** – Volunteers are appointed to enhance the capacity of paid staff and elected board members, not as a substitute for them. Conversely, AUSU does not accept the services of its paid staff/elected members as volunteers. Clear roles are established to differentiate between paid staff/elected members and volunteers to foster mutually beneficial and complementary relationships.
5. **Working Conditions** – Volunteers are treated as full members of the AUSU team. They are treated as equally and fairly as paid staff and are included in the organizations, functions and decision-making processes wherever practical. Volunteers are provided with appropriate work site when necessary and have access to the space, equipment and facilities necessary to volunteer effectively and comfortably.
6. **Appropriate Behavior** - Volunteers are expected to work within the policies and procedures of AUSU and adhere to its ethics. As representatives of the organization, they are responsible for presenting a positive image of AUSU to the outside world.
7. **Confidentiality** – AUSU respects the volunteer’s right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering with AUSU.
8. **Records** – A system of records is maintained on all volunteers, including dates and times of service, duties performed, evaluation of work, etc. Volunteer records are accorded the same confidentiality as staff/elected members’ records.
9. **Recognition** – Volunteers provide a unique service to AUSU the benefits of which are difficult to quantify. It is essential that their efforts are recognized and rewarded. See recognition and rewards policy
10. Volunteer training will be provided in accordance with the recognition and rewards policy.

NOTE: AUSU regards volunteers as valuable resource and encourages them to get involved at all levels of the organization and within all appropriate activities. We aim to train, support and supervise our volunteers to the best of our abilities, and to act quickly and fairly if difficulties arise.