



Optimist Club of Oakridge Acres Inc.

Policy Number 1

## **Policy on the Roles of the Club and Committees as it relates to Volunteer Selection**

Date Approved:

President:

Secretary:

### 1. Purpose

The primary purpose of volunteer screening is the protection of the youth enrolled in our programs, our volunteers and our organization through risk identification, policies, procedures, training, volunteer selection processes, screening and position descriptions.

### 2. Definitions

- a. Club – The Optimist Club of Oakridge Acres Inc.
- b. Committee – Any authorized and recognized committee of the Club
- c. Participants – Any person directly or indirectly involved in an approved activity in the capacity of competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, Committee Member or Club Member or any other person present or involved in the activity.
- d. Policy – A general statement of conduct or process enacted by the Club
- e. Procedure – A specific operational direction enacted by a Committee

### 3. Role of the Club

- a. To work cooperatively with all Committees of the Club to provide a service or activity to the community.
- b. To provide guidance or advice to the Committee as required or requested.
- c. To be the last avenue of resolution for any selection, discipline or other process undertaken by a Committee.
- d. To establish policies for conduct and volunteer selection process for all Committees.

- e. To assist members of the Committees in establishing a volunteer application form.
  - f. To assist members of the Committees in establishing a code of conduct for all participants of any activity.
  - g. To assist with the funding of volunteer selection processes including training, Police Record Check and Vulnerable Position Screening and other approved expenses related to the recruitment and selection of volunteers.
  - h. To maintain a data base of information collected during the volunteer selection process.
  - i. To maintain the confidentiality of the data base except as required for the purposes authorized by Club policy or an authorized Committee procedure.
  - j. To work cooperatively with the designated Committee member(s) to determine the risk associated with all Committee volunteer positions.
4. Role of a Committee
- a. To comply with the approved policies of the Club.
  - b. To organize and provide an activity authorized by the Club to members of the community.
  - c. To enact procedures as required that relate to the operation of the activity of the Committee.
  - d. To work cooperatively with the designated Club member(s) to determine the risk associated with all Committee volunteer positions.
  - e. To comply with the application process approved by the Club for each volunteer position including recruitment, interviews, reference checks, Police Record Check and Vulnerable Position Screening, the provision of orientation, training, supervision, evaluation follow-up of each volunteer.
  - f. To determine the operational skills and abilities required by each volunteer and publish them in a job description.
  - g. To have responsibility for the selection of volunteers.
  - h. To accept the decision of the Club where it has acted in the capacity of a resolution body.
5. Resolution Committee
- a. The Executive of the Club shall form an ad hoc Resolution Committee as needed.
  - b. The Resolution Committee shall be comprised of three members who are on the current Club Executive or are Past Presidents of the Club.
  - c. No person with a direct interest in the decision under review shall sit as a member of the Resolution Committee.

- d. The Resolution Committee may review any decision of a Committee at the request of the Chair of that Committee or at the request of a Participant providing that the Participant has utilized all means of appeal available within that Committee.
- e. The request for review by the Resolution Committee may be withdrawn by mutual consent of the Chair of the Committee and the Participant at any time prior to the rendering of a decision by the Resolution Committee.
- f. The decision of the Resolution Committee shall be binding upon all parties.