



VOLUNTEER POLICY

The Green Burial Council may implement a volunteer program whereby volunteers are assigned duties and responsibilities, overseen directly by the Executive Director or designee.

The purpose of managing a volunteer program is to:

- encourage wider participation in the organization
- expand the ability to serve our mission

Volunteers are responsible for:

- reporting and submitting updated information for their files
- submitting their accurate volunteer time monthly; time not accounted for is the responsibility of the volunteer
- meeting their commitment to an agreed upon minimum number of hours of service over one year; this service requirement may vary by opportunity
- completing an organizational orientation to the satisfaction of the VPM
- completing adequate training as needed
- completing tasks as assigned in a reasonable amount of time and appropriate quality

Volunteer Program Manager (VPM) is responsible for:

- developing application documents and procedures for requesting and assigning tasks
- maintaining a data bank of potential volunteers
- maintaining historical records on each volunteer, including dates of volunteer service, positions held, duties performed, training attended and awards/recognitions received
- conducting confidential reference and background checks
- providing orientation about the GBC mission, goals, history, etc.
- providing adequate training for specific assignments
- assigning volunteers to appropriate tasks and mentors that match skills and interests
- interacting with mentors to assess progress at necessary intervals
- completing evaluations annually
- developing and administering a volunteer recognition program

Terms of Commitment

- Offers of volunteer positions in no way imply a paid position in the future.
- Volunteers serve at the pleasure of the VPM.
- Volunteers will at no time initiate projects of any kind on behalf of the GBC without VPM approval.
- Volunteers will not submit to media/interview requests without approval of the VPM.
- VPMs will oversee an up-to-date activity log managed by the volunteer detailing progress, outreach, phone, email and other contact info on a regular basis, on a schedule determined by the VPM.

Change of Assignment

Volunteers may request a change in assignment anytime during their volunteer service. If a volunteer elects to be reassigned, the volunteer must apply for the volunteer position and receive all appropriate training. A change of assignment may also be initiated by the VPM at any time.

Leave of Absence

Volunteers may request a leave of absence with the approval of their mentor. This leave of absence will not alter or extend beyond the previously agreed ending date of service.

Liability Insurance

The GBC's general liability coverage, with some limitations and exclusions, protects volunteer workers for covered injury or damage that results from activities or service that volunteers conduct or perform at the GBC's direction and within the scope of their duties for the GBC. The GBC's general liability coverage does not provide coverage to volunteers themselves for liabilities they may have incurred for their actions. In some instances, volunteers must sign a release absolving the GBC of liability when GBC volunteers voluntarily and knowingly subject themselves to certain risks while performing volunteer services on behalf of the GBC.

Reimbursement of Expenses

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses, incurred while engaging in volunteer service for the GBC. Upon the approval of the VPM, volunteers need to track and submit receipts for all actual out-of-pocket expenses for which they seek reimbursement. Reimbursement for travel to and from volunteer service by motor vehicle is based on mileage and the standard rate per mile at which the GBC reimburses volunteer drivers. Reimbursement for travel to and from volunteer service by public transportation is based on actual out-of-pocket expense that must be substantiated by receipts. Reimbursement requests must be submitted to the VPM for the current mileage reimbursement rate.

Return of Property

Volunteers are responsible for GBC property that includes all materials, files, keys, passwords or any other written or electronic information issued to volunteers or in volunteers possession or control. All GBC property must be returned upon request of the VPM at any time, or on or before your last day. The GBC may take all actions deemed appropriate to recover or protect its property.

Rules of Conduct

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and the GBC. The GBC is judged, in large part, by the individual and collective performance of its volunteers. The GBC must recognize the importance of a volunteer's duty to the GBC, and to its members and supporters, to act in a manner that merits public trust and confidence. Each volunteer in turn must act in all matters in a manner that will safeguard the reputation and integrity of the GBC and will preserve and strengthen public confidence in GBC activities.

Participation in any activity prohibited by this Policy can result in the termination of volunteer service. Some of the more common situations pertaining to volunteers are set out below. The following are only some examples of inappropriate conduct that could lead to dismissal:

- Theft or inappropriate removal or possession of GBC's property or that of any GBC volunteer, staff, agent or visitor, including failing to cooperate fully in any GBC investigation.
- Altering GBC reports or records.
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment.
- Improper use of the GBC's property or property owned by any other individual or organization.
- Lack of cooperation, or other disrespectful conduct.
- Violation of GBC, federal, state, or local safety and health rules.
- Inappropriate use of telephones, computer equipment or systems, mail system, e-mail system, facsimile machines, or other GBC-owned equipment.
- Unauthorized disclosure of GBC proprietary or confidential information.
- Unsatisfactory performance or conduct.
- Accepting payment of any kind (including gifts, cash, discounts, concessions, services or other similar item or benefits) for services rendered as part of his or her volunteer service. This includes payment for speaking engagements or for participation in workshops or similar activities.
- Volunteers participating in the political and governmental process do so as individuals and not as representatives of the GBC. A volunteer must never represent that his or her political donation, endorsement or other political activity was made or engaged in with the approval, or on behalf, of the GBC.
- No volunteer shall use GBC stationery or email address or any title of the GBC or refer to the GBC or misidentify him or herself as an employee in connection with any matter to which he or she is not authorized as a representative of the GBC and to express an opinion on its behalf. (*See Email and Communications Policy for more information*)
- Volunteers are expected to exhibit appropriate discretion when participating in public activities, including social media, to avoid having comments and content perceived by the public as being associated with the GBC.

Safety

The GBC aims to provide a safe and healthy environment for all volunteers. In the event of an injury sustained in the course of the volunteer's service, an incident report must be submitted to the VPM. The GBC is not responsible for lost or stolen personal property. The GBC will not reimburse a volunteer for any personal property that disappears from a volunteer site.

Sexual Harassment in the Workplace

The GBC is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. The GBC encourages volunteers to bring any incidents of sexual harassment to the immediate attention of the VPM. If the VPM is involved, the incident may be brought to the attention of a board president.

Youth Volunteer and/or Service Learning

Volunteers under 18 must have written consent of a parent or guardian before volunteering. Students volunteering for service learning credit hours for their school must submit school name and contact information before volunteering.