

Arts Council of Algoma Volunteer Policy

We ask that you follow these basic responsibilities:

- Show up for your scheduled shifts on time
- Contact the volunteer Coordinator if you can't make a shift
- Attend volunteer Training

As our ambassador of the Arts Council, you must adhere to the Volunteer Code of Conduct Personal Safety:

- You have a right to feel that you are treated with respect. If you should ever have a concern in that regard please talk to your volunteer Coordinator immediately.
- Access for Ontarians with Disabilities (AODA) The Access for Ontarians with Disabilities Act ensures the Arts Council is accessible to all. Venue Managers and staff will be required to have additional AODA training in their roles.

While working and volunteering, for the Arts Council of Algoma and District staff and volunteers will be guided by the following principles:

- Treat Arts Council volunteers, staff, artists, performers and patrons with respect. We are all part of the same team.
- Represent all Artists fairly and equitably. Artist success is the goal.
- Personal opinions and reviews of shows must be withheld.
- Please focus on the event – texting and any other phone use is distracting to others and takes you away from your role of caring for event details. Patrons are your guests and deserve your full attention.
- To the person you help, YOU are the Arts Council. All staff and Volunteers will make every effort to represent the Arts Council of Algoma and District positively.
- Know your job, and take the time to find out about the Arts Council so that you can answer questions accurately and knowledgeably (or know who can give you the right answer).
- Act with integrity.
- No staff or volunteer will use for their own advantage any property or monies belonging to the Arts Council.
- All staff and volunteers will put organizational goals before his or her personal goals.
- All staff and volunteers will be honest and trustworthy. Illegal activity will not be tolerated.
- We welcome diversity. The Arts Council welcomes involvement by people who reflect the diversity in our community. Volunteers are expected to work cooperatively with people whose ability, race, sexual orientation, life experience, beliefs or age may be different than their own.
- Failure to comply with this Code of Conduct may result in corrective action, which may include dismissal from your position. If you have a concern that makes it difficult to follow this Code of Conduct, talk to the Executive Director or the Volunteer Coordinator immediately.
- The Arts Council of Algoma maintains the right to remove volunteers from their positions at any time if a volunteer behavior is in contravention with the Arts Council guidelines.
- Possible reasons for dismissal include:

1. Failure to show up to back-to-back shifts without notifying the volunteer Coordinator,
 2. Gross misconduct or insubordination,
 3. Drug or alcohol use while on shift,
 4. Theft or fraud,
 5. Illegal, violent or unsafe acts,
 6. abuse or mistreatment of staff, volunteers, or general public.
 7. Unwilling to support the mission of the Arts Council or its objectives.
 8. Failure to complete volunteer duties.
 9. Exhibiting harassing, discriminatory or unethical behavior
- **Media and Public Relations:** Formal requests for information from the media or other public organizations should be directed to the Arts Council to ensure that a consistent message is delivered to the community at large.
 - **Respect and Kindness:** Our volunteers are Arts Council ambassadors – They introduce Artists, performers, patrons and others to the events. We want to create the best experience possible for everyone involved, which means treating fellow volunteers, artists, performers, patrons and others with respect and kindness. We expect all volunteers to read and adhere to our Code of Ethics.
 - **A note for parents:** childcare arrangements must be made whilst parents are working volunteer shifts.
 - **Meetings:** Each crew meets before event to receive updated information and to arrange their volunteer schedule. Attendance at the crew meeting is important. A Volunteer Orientation will be scheduled before events begin.
 - **Background Checks:** *Please do not complete a police check until you have been placed on a crew. The Arts Council can only reimburse fees for confirmed volunteers.* Volunteer background checks are completed only for crews that require them. They are processed by the Sault Ste. Marie Police Services. The Children events is an example of a crew for which background checks will be required.

Volunteer Full Name (Please Print)

Volunteer Signature

Date

Volunteer Intake Form

Name: _____

Address: _____

Phone: _____

Email: _____

Emergency Contact: _____

Preferred method to contact you: _____

Days of Week/ Times Available: _____

How many hours per month are you willing to
volunteer?: _____

—

Area of Interest:

Office work, Fundraising, Special events as examples

Past Volunteer Experience: (organization and tasks)

Are you willing to have a Police Check? Circle one: Yes No

Please provide three personal references (immediate family not acceptable)

Name: _____

Phone/Email: _____

Relationship: _____

Name: _____

Phone/Email: _____

Relationship: _____

Name: _____

Phone/Email: _____

Relationship: _____

Volunteer Agreement

I _____ Hereby declare that I have read the Volunteer Policy, understand its content, and shall comply with the rules contained within it.

Volunteer Signature

Date

Executive Director (or President)

Date

Code of Conduct Declaration

I _____, Hereby acknowledge that I have read and understood the Policy and Policy manual of the Arts Council of Algoma and District and hereby agree to abide by same. I ensure that my conduct at all time reflects a professional and respectful manner towards all employees, volunteers, and the general public.

Employee/ Volunteer

Date

Executive Director (or President)

Date

Oath of Confidentiality

This oath shall be signed and dated by all staff, volunteers and Board of Directors at the commencement of the term of agreement.

I _____, do swear that I will faithfully discharge my duties to the Arts Council of Algoma and District; and except as I may be legally required, I shall not disclose or give to any person any confidential information or confidential document that comes to my knowledge or possession by reason of my connection with the Arts Council of Algoma and District.

Employee/Volunteer

Date

Executive Director (or President)

Date