

VOLUNTARY AGREEMENT FOR VOF STAFF MEMBERS

This is an official statement of what volunteers will hold themselves and their colleagues accountable to, including standards for contributions, meeting attendance and participation, committee service, etc having agreed expectations is a necessary in order to encourage high standards, determine who should be re-nominated and inform prospective candidates of the expectations of membership to the board for considerations and adoption.

Organization

I....., understand that as a volunteer here in VOF, I have legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and mission of the organizations, and I will act responsibly and prudently as its steward. As part of my responsibilities as a volunteer.

Outreach

- A. I will interpret the organization's work and value to the community, represent the organization, and act as a spoke person.
- B. I will interpret our constitution's needs and values to the community, speak out for their interests, and on their behalf, hold the organizations accountable.

Participations

- A. I will attend and prepare for at least.....percent of staff meetings and prepare for these meetings by reviewing materials and bringing materials to meetings. I will inform the board in advance of any meeting that I cannot attend.
- B. I will be an active member of at least one Committee or Task Force and will, if asked, be willing to take a leadership role.
- C. I will also be willing to accept individual initiatives and share my professional expertise.

Resource Development

- A. I will help support the resource development of the organization, specifically- make an annual meaningful membership contribution to the best of my ability of no less than R.....i will consider the organization one of my 2-3 charitable commitments. – Reach into diverse communities and help identify and cultivate relationship to support the organization as donors, board members, volunteers, and advocate. – actively participate in fundraising activities.

Policies

- A. I will excuse myself from discussions where I have conflict of interest.
- B. I will maintain the confidentiality of the board deliberations and will publicly support the decisions of the board, including those which I might have been in disagreement.
- C. I will support, where possible, the recommendations of the committees.

- D. I will encourage, enable and respect the participation and contributions of fellow staff members.
- E. I will respect and support the Executive Director (CEO) authority, communicate ideas about program or administrative activities to the Executive Director rather than to line staff, refrain from making special requests of the staff and avoid discussions of personnel matters with staff.

Active Participations

The Organization is Responsible to the Board Members for.....

In turn, the organization will be responsible to me in the following ways:

- A. Opportunities will be offered to me to discuss with the Executive Director and the Chair of the Organization's, programs, goals, activities and status.
- B. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a volunteer.
- C. Board members and Staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal legal, and moral responsibilities to its organization.

If for any reason, I am unable to carry out my duties as described in the Volunteers Description and this Agreement, I agree to contact the CEO and COO in a timely manner.

Signature:

Date:.....

Witness signature:.....

Date:.....

VOICE OF FOCHVILLE FM
Your voice your station