

SPARWOOD PUBLIC LIBRARY ASSOCIATION (SPLA) <b>STATEMENT of POLICIES</b>		Page:	<b>1 of 2</b>
Chapter:	<b>HUMAN RESOURCES AND VOLUNTEER MANAGEMENT</b>	SP No.	<b>F.2</b>
Subject:	<b>Volunteer Recruitment and Management</b>	Approved:	<b>May 13, 2024</b>
Issued by:	<b>Board Trustees</b>	Subject to Review:	<b>2029</b>
Replaces:	<b>NEW</b>	Dated:	

**POLICY**

**General**

1. Volunteer assignments address the mission and purpose of the **SPLA** and involve volunteers in meaningful ways that reflect their abilities, needs and backgrounds.
2. Each volunteer is provided with an orientation to the library, its policies, and practices, and receives training appropriate to the volunteer assignment and their individual needs.

**Recruitment**

3. Volunteer recruitment incorporates internal and external strategies to reach out and involve a diverse volunteer base.
4. **SPLA** has an appropriate screening process for volunteers. Non-board members seeking **SPLA** committee positions must obtain board approval before appointment.

**Volunteering in the Library**

5. **SPLA** has one or more clearly designated individuals (volunteer or paid staff) with appropriate experience, skills, or qualifications to competently supervise volunteers and manage sustainable volunteer services.
6. Volunteers receive a level of supervision appropriate to the task and are given regular opportunities to offer and receive feedback.
7. Volunteer activities shall support and complement staff activities to enhance the quality of service and programs at the library.
8. No library employee shall be removed or displaced in favour of an unpaid volunteer.
9. Volunteers shall perform their functions to the standard set by the library. Those who do not do so are subject to having their names removed from the volunteer list.

**Volunteer Board Trustees**

10. Each new volunteer board trustee shall be assigned an experienced board trustee as their mentor.
11. New board trustees shall receive a “New Board Trustee Orientation” as outlined in Policy B.6.

**Volunteer Evaluation and Recognition**

12. The impact and contributions of volunteers and the volunteer program are evaluated annually.
13. Volunteers are welcomed and treated as valued and integral members of the **SPLA’s** team.
14. The **SPLA** board shall provide annual recognition for volunteers.
15. Volunteers will track and record their hours, and the category of work performed.

**PURPOSE**

16. The purpose of this Statement of Policy is to ensure **SPLA** adheres to the standards set out in best practices of volunteer recruitment, retention, and management and to outline the role of volunteers in assisting **SPLA** employees in delivering exceptional service and programming.

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**RESPONSIBILITY**

17. The Statement of Policies will be applicable to all **SPLA** volunteers and employees working with volunteers.

**PROCEDURES**

18. This policy will be reviewed every five years.