The Canadian Code for Volunteer Involvement

Presented by: Marisa Gelfusa
Project Consultant, Volunteer Canada

Presentation Objectives

- To explain the origin of the Code
- To define the purpose of the Code and its relevance to all stakeholders in the organization
- To describe the 3 components of the Code
- To summarize the steps to putting the Code in action in an organization
- To access the tools and resources available to learn more and to implement the Code

Volunteer Engagement

- Strengthens people, organizations, neighbourhoods, communities, and society-at-large

- Benefits workplaces and educational institutions

- Creates opportunities for people to help others and to shape their communities

- Is widely recognized as a way to promote social inclusion, active citizenship, and human development

- Matches the needs/opportunities in communities with the skills, interests, and goals of prospective volunteers

What Is the Canadian Code For Volunteer Involvement?

- A tool to support meaningful volunteer involvement

- A guide for involving volunteers in all levels of an organization - leadership, direct service and virtual roles.

- A framework and tools for discussion and decision-making

History and Evolution

CANADIAN CODE FOR VOLUNTEER INVOLVEMENT
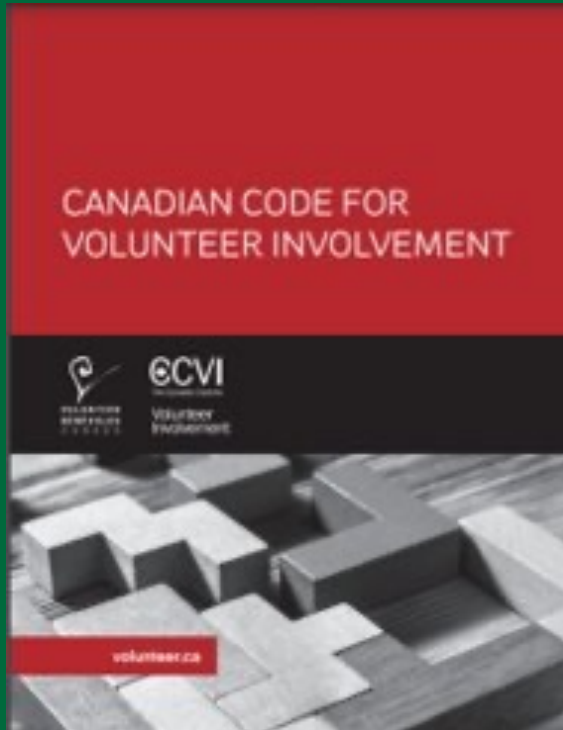
volunteer.ca

Volunteer Canada. (2017). Canadian Code for Volunteer Involvement.

- First launched by Volunteer Canada to mark the International Year of Volunteers in 2001

- Volunteer Canada developed checklists, Putting The Code Into Action, and the online Code Audit

- Volunteer Canada's Corporate Council on Volunteering led the development of the Canadian Code for Employer-Supported Volunteering.

- Updated and adapted regularly for relevance

Elements of the Code

| Value of Volunteer Involvement |
| Guiding Principles |
| Standards of Practice |

By adopting the Canadian Code for Volunteer Involvement, non-profit organizations commit not only to strengthening their volunteer engagement strategy, but also to strengthening the capacity of the organization to meet its mandate and contribute to strong and connected communities.

Canadian Code for Volunteer Involvement - Value

Volunteer Involvement...

- is fundamental to a healthy and democratic society
- is vital for strong and connected communities
- builds the capacity of organizations
- is personal
- is about building relationships

CCVI Guiding Principles

Volunteers have rights

- Charitable and non-profit organizations recognize that volunteers are vital human resources and will commit appropriate infrastructure to support volunteer involvement

Volunteers have responsibilities

- Volunteers make a commitment and are accountable to the organization

The Code Standards of Practice and the Volunteer Management Cycle
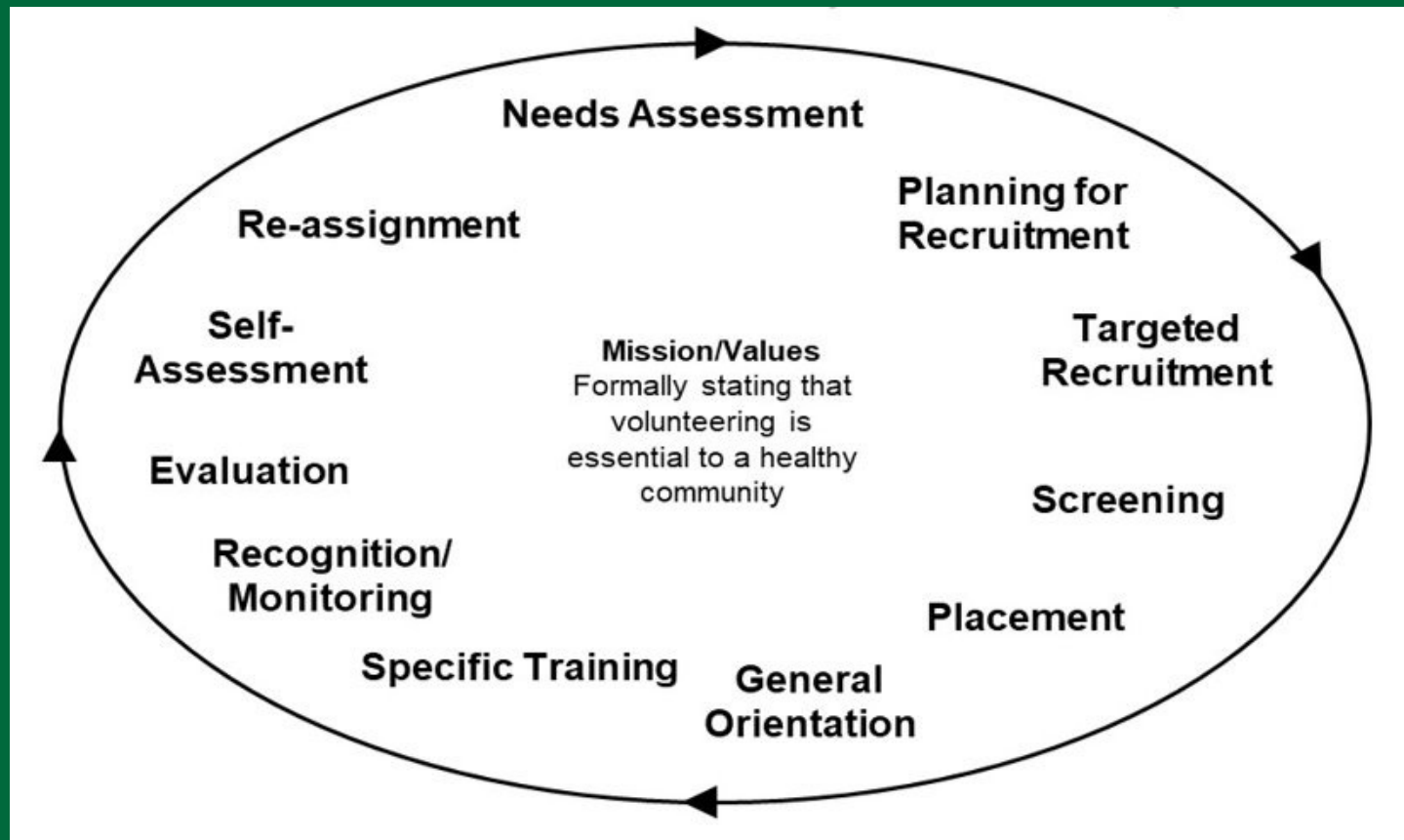
Standards of Practice (1 – 5)

1. Mission Based Approach
2. Human Resources
3. Infrastructure
4. Evaluation: Tracking, Measuring, Reporting
5. Volunteer Roles and Recruitment

Standards of Practice (6 – 10)

6. Risk Management
7. Screening
8. Orientation and Training
9. Support and Supervision
10. Recgonition – Valuing Volunteer Involvement

Ten Steps of Screening

1. Assessment
2. Position Assignment
3. Recruitment
4. Application
5. Interview
6. References
7. Police Checks
8. Orientation & Training
9. Support & Supervision
10. Follow-up & Feedback

VOLUNTEER SCREENING

The Importance of Screening

Screening practices are ongoing and go beyond the selection process. Screening promotes better volunteer matching, improved quality and safety of programs and reduced risks and liability.

The 10 steps of screening give clear guidelines for developing screening policies and practices.

10 Steps of Screening

1 Assessment
Identify and assess the risks and essential components of each program and related positions.

2 Position - Assignment
Write meaningful, complete and accurate position descriptions.

3 Recruitment
Develop fair and consistent selection systems and include key information about the organization and position in promotional materials.

4 Application Forms
Request standard information about the applicant and specific information related to the position.

5 Interview
Develop specific questions and a consistent interview format for each position, with accurate and objective written records.

6 References
Check references in accordance with pre-determined position requirements and comply with legislation.

7 Police Checks
Assess the risks associated with the position to determine whether or not a Police Check is required. Review information from a Police Check report as it relates to the requirements of the volunteer assignment. Request a Vulnerable Sector Check, when appropriate, and in accordance with relevant legislation.

8 Orientation and Training
Provide clear information about the mission, values and policies of the organization and the specific tasks, procedures and scope of the position.

9 Support and Supervision
Provide appropriate support and supervision and offer volunteers the ability to give and receive feedback.

10 Follow-up and Feedback
Proactively seek feedback from program participants, clients, patients and family members.

The *2012 Edition of the Screening Handbook* provides clear guidelines for developing screening policies and practices that reflect an organization's commitment to safe and meaningful volunteer engagement.

For more information, contact: info@volunteer.ca.

Volunteer Canada. (2012). Volunteer screening.

Putting the Code into Action

STANDARD 10
Recognition Valuing Volunteer Involvement

The organization acknowledges the contributions of volunteers using a range of recognition tools and activities that reflect the needs of the volunteer. The value and impact of volunteer contributions are understood and acknowledged within the organization and communicated to the volunteer. See Volunteer Canada's 2013 Volunteer Recognition Study and PREB.

☐ The contributions of volunteers are regularly acknowledged with formal and informal methods of recognition.

☐ Senior management acknowledges the involvement and impact of volunteers, both internally and externally.

☐ The organization communicates the value and impact of volunteer contributions to the volunteer.

☐ A variety of volunteer recognition tools are offered, according to the needs of the volunteer.

☐ The organization identifies how volunteers want to be recognized by learning about their motivations and interests.

☐ Recognition is appropriate to the volunteer role and arrangement, and respects the volunteer's wishes.

Checklists designed to help organizations implement each of the ten standards of practice in the Code

Volunteer Canada (n.d.). Putting the code into action.

Code Audit Tool

- Assess

- Report

- Adoption or Review

- Volunteer Canada membership benefit

Adopting the Code

Review
- Review the Code with leadership to ensure the organization is aligned with the Values and Guiding Principles

Present
- Present the Code to the board of directors and make a formal motion for the organization to adopt the Code

Prepare and Display
- Prepare and display a statement related to volunteer involvement

Adopting the Code

Assess
- Assess the organization's practices related to the Values, Guiding Principles and Standards and share the results with the board of directors to support the case for adopting the Code

Develop
- Develop a work plan to address specific areas identified in the organizational assessment

Advise
- Advise Volunteer Canada when the organization has adopted the Code and is working toward implementing the standards, to be listed as a Code adopter on Volunteer Canada's website

Review
- Review the Code periodically to mark your organization's progress and identify opportunities for improvement.

Review

- History of the Code
- Benefits of an integrated approach to volunteer engagement
- Components of the Code:
- Value of Volunteer Involvement
- Guiding Principles
- Standards of Practice
- Adoption and application of the Code

References

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https://volunteer.ca/Listings.php?ListType=VC_List_Public&MenuItemID=385

Associations for Volunteer Management Professionals in Canada –
https://www.vmpc.ca