



# Volunteer Policy

## **About UE Loyalists Bridge Annex**

“The aims of the UE Loyalists Bridge Annex shall be to provide a virtual connection point for individuals with an interest in the history of focus of the United Empire Loyalists’ Association of Canada (UELAC) who may not have a particular affiliation with any of the other physical branches (e.g., no family and/or regional connection), and/or finds membership in an active virtual branch to be the preferred means to connecting with UELAC either as their primary branch, or as a secondary membership. This group will benefit those interested in: UE Loyalist history, Canadian history, American Revolution history, pre and post-Revolutionary history, and engaging in history preservation through discussion, research, and sharing. This branch will attract individuals mainly in Canada and the United States of America but will appeal to a wider global audience.” – UE Loyalists Bridge Annex Constitution

## **Purpose of Volunteer Policy**

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at *UE Loyalists Bridge Annex*. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

There are a range of opportunities to volunteer and get involved in. On our website [www.uelbridgeannex.com](http://www.uelbridgeannex.com) you can read through our volunteer role profiles or indicate your area of interest. All you need to do is complete our short Volunteer Registration Form.

Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability, and also our needs. Your help will be greatly appreciated and really will make a difference.

## **Becoming a Volunteer: Process**

### **Position Description**

Descriptions of key functions and expectations of volunteer positions will be provided for most volunteer opportunities. In cases where a specific volunteer position description does not exist, the Roles and Responsibilities and Code of Conduct documents will be used as the primary guiding document until such time as a specific position description can be designed and/or is required.

## **Application Process**

Our process is intended to ensure our Volunteers are able to use and develop skills, contribute to the success of UE Loyalists Bridge Annex and derive enjoyment from being part of our growing community, while understanding the processes in place to ensure expectations and outcomes are met on both sides (UE Loyalists Bridge Annex and Volunteer).

Volunteers will be chosen by UE Loyalists Bridge Annex and/or Committees of the same, dependant on interest indicated and skill level. Training and mentorship opportunities can be facilitated to engage volunteers.

Volunteer Selection Process:

- Online Application
- Posting of Volunteer Positions Available
- Interview and Selection Process
- Acceptance Process (includes signing Code of Conduct)

## **Support**

Our Volunteer Co-ordinator will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular contact with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that UE Loyalists Bridge Annex are doing all we can to make your volunteering experience an enjoyable and meaningful one.

## **Insurance**

UE Loyalists Bridge Annex carries Liability Insurance for events. – *Coverage begins January 2019*

## **Expenses**

*See Roles and Responsibilities Document Point #13.*

# **Building a Welcoming Community**

## **Equality, Diversity and Inclusion**

UE Loyalists Bridge Annex is committed to embracing diversity and promoting equality and inclusion. When representing UE Loyalists Bridge Annex as a volunteer we expect you to support our commitment to promoting equality.

## **Accessibility Standards**

Although UE Loyalists Bridge Annex does not have paid employees, and may not be legally subject to accessibility legislation, we want to ensure our members and guests at events we attend or host feel they can access our offerings effectively. The Accessibilities for Ontarians

with Disabilities Act (AODA), in particular, provides both information and free training that can help us ensure we maximize the enjoyment of each engagement with others. Specifically, the *Customer Service* and *Information and Communication* Standards relate to the work we conduct. **As such, we require that all Volunteers complete the 20-minute AODA training online at: <https://www.aoda.ca/free-online-training/>.** You will receive a printable certificate upon completion. You will find many useful ideas in training and additional links provided below. We require that you indicate to our Volunteer Co-ordinator that you have taken AODA training, i.e., date of training.

**About AODA:** “The Accessibility for Ontarians with Disabilities Act, or AODA, aims to identify, remove, and prevent barriers for people with disabilities. The AODA became law on June 13, 2005 and applies to all levels of government, non-profits, and private sector businesses in Ontario that have one or more employees (full-time, part-time, seasonal, or contract).” - <https://accessontario.com/aoda/>

ONTARIO REGULATION 191/11 made under the ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005. Made: April 13, 2011. Filed: June 3, 2011. Published on e-Laws: June 7, 2011. Printed in The Ontario Gazette: June 18, 2011

#### **MORE INFORMATION about AODA:**

- Non-Profits and the Act: <https://www.aoda.ca/nonprofits-and-the-act/>
- Guide to the Act: <https://www.aoda.ca/guide-to-the-act/>
- CUSTOMER SERVICE STANDARDS: <https://www.aoda.ca/customer-care-standard/>
- INFORMATION AND COMMUNICATIONS STANDARDS - PART II: <https://www.ontario.ca/laws/regulation/r11191#BK9>

#### **Privacy & Personal Information**

##### **Canada’s Anti-Spam Law (CASL)**

<http://fightspam.gc.ca/eic/site/030.nsf/eng/home>

Frequently Asked Questions: ***“I represent a member-based not-for-profit organization; do I have the same obligations under the new law as a commercial business?”***

Yes, you have the same obligations, but the Act provides a special type of implied consent for these types of organizations. If you are a club, association or voluntary organization and the recipient is one of your members, you have implied consent (existing non-business relationship) as long as they are members and for two years after the end of their membership.” -

<http://fightspam.gc.ca/eic/site/030.nsf/eng/00304.html#q12>

**FAST FACTS about CASL:** [http://fightspam.gc.ca/eic/site/030.nsf/eng/h\\_00039.html](http://fightspam.gc.ca/eic/site/030.nsf/eng/h_00039.html)

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**Have Questions about Volunteering?** Email: [uelbridgeannex@gmail.com](mailto:uelbridgeannex@gmail.com) | [www.uelbridgeannex.com](http://www.uelbridgeannex.com)

***Thank you for considering volunteering with UE Loyalists Bridge Annex!***