

# **Genealogical Forum of Oregon - Volunteer Policy**

Adopted 2/14/2023

Thank you for volunteering with the Genealogical Forum of Oregon!

GFO is a 501(c)(3) nonprofit with no paid employees, so volunteers like you are essential to the organization. Because we are all-volunteer organization, tasks that are usually handled by paid employees in other nonprofits are solely the responsibility of volunteers at GFO.

The purpose of this policy is to clarify volunteer rights, responsibilities, and expectations.

## **Rights and Responsibilities**

As a volunteer, you have the right to:

1. Be welcomed as part of GFO
2. Receive adequate training and support for your position(s)
3. Have a safe and secure workplace environment
4. Be recognized for your contributions
5. Have input into GFO's operations and policies

As a volunteer, you have the responsibility to:

1. Honor commitments you have made (and avoid overcommitting yourself)
2. Uphold GFO's values of helping all comers, and showing courtesy, honesty, respect, and responsibility to other volunteers and patrons
3. Attend relevant training, when available, and ask questions when issues not covered by training come up
4. Arrive on time for assignments and notify staff prior to absences
5. Present a positive image for GFO in all public-facing situations (both in-person and electronic, such as email or teleconference)
6. Follow and, when appropriate, enforce GFO policies

## **Confidentiality**

Volunteers shall maintain confidentiality of:

- \* Personal information of GFO members, volunteers, patrons, donors, and vendors (examples: membership lists, details on speaker fees, and private contact information)
- \* Financial records

Volunteers with significant access to confidential information will be required to sign a confidentiality agreement.

## **GFO Assets**

Volunteers shall maintain any GFO assets over which they have control appropriately, and prevent loss, damage, or improper use. Volunteers shall report the loss of any keys, credit cards, passwords, etc. in a timely manner, and return these and control of online accounts when leaving or GFO or upon request

from a properly appointed officer of GFO. Volunteers shall not share keys, passwords, etc. without prior authorization.

### **Solicitation & Gratuities**

Volunteers shall not solicit business or sales for any non-GFO activity in the course of volunteer duties, nor accept any gratuity. Gifts of flowers or items worth no more than \$50 may be accepted. Volunteers are encouraged to courteously redirect an intended gratuity or gift as a donation to GFO when feasible.

### **Incidents**

Incidents outside of normal routines that involve any potential personal or property risk must be reported immediately.

GFO aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify his or her supervisor immediately. If a volunteer sees an unsafe condition, it should be reported immediately.

### **Volunteer Standards**

Volunteers who have access to, or control of, GFO assets or personal information (such as the membership list) must be members of GFO in good standing or have a specific waiver of this requirement from the Board of Directors.

Volunteers in some positions may be required to undergo a background check, as directed by the GFO Board of Directors. Background checks may include one or more of the following depending on the volunteer assignment: Criminal Background Check, Drug Screening, Motor Vehicle Record Report.

### **Youth Volunteer and/or Service Learning**

Volunteers under the age of 18 must have written consent of a parent or guardian before volunteering and must have a designated adult supervisor while volunteering in the library. Students volunteering for service-learning credit hours for their school must submit school name, program information, and contact information for that program before volunteering.

### **Reimbursement of Expenses**

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses incurred while engaging in volunteer service. However, GFO does not reimburse for transportation (including mileage), parking, or meals.

### **Harassment**

GFO is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. We encourage volunteers to bring any incidents of harassment to the immediate attention of a direct supervisor or any member of GFO's Board of Directors.

**Conflict of Interest**

The GFO has a separate Conflict of Interest Policy that applies to volunteers with a management or financial role. Volunteers in these roles will be required to sign a separate agreement.

**GFO Policies**

GFO has other policies that apply to specific situations. If you are not a director or officer, you are not expected to master or even know all of GFO's policies other than this Volunteer Policy. It is the responsibility of GFO's officers, directors, and supervisors to bring any policies that apply to your volunteer service to your attention as part of your training.

All of GFO's policies are available online at [gfo.org](http://gfo.org)

**Acknowledgement Form**

I have been provided a copy of the GFO Volunteer Policy; I have read this policy, and I understand and agree to follow it.

Further, I voluntarily choose of my own accord, and under no compulsion from GFO, to perform volunteer activities without expectation of compensation for services or time rendered.

I agree to return any GFO-owned assets, including keys, credit cards, account credentials, etc. in my possession when no longer needed for, or at the conclusion of, my volunteer service. I agree not to retain any confidential information after the conclusion of my volunteer service.

Signature of Volunteer \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_