

MUSEUM LONDON

BOARD POLICY

VOLUNTEER

Preamble

Museum London ('Museum') recognizes that volunteers, the Museum, and the communities served all benefit from a relationship between the Museum and volunteers.

Definition

Volunteer: An individual who provides his or her time and service to any activity that supports the objectives of Museum London, and is authorized and sponsored by Museum London with no expectation of remuneration.

Policy

Volunteers

The following criteria must be met in order for Museum London to form a relationship with a volunteer:

- A volunteer shall be engaged in any activities which are consistent with the goals of the Museum, and are of mutual interest and benefit.
- Museum staff has determined that the Museum has the resources to assist with each volunteer and volunteer activity.
- Museum staff shall at all times retain authority over aspects of Museum operation as related to their volunteer assignments.

The administration of the volunteer and volunteer program must include the following:

- Each individual volunteer program shall be administered by the Executive Director or his or her designate under the direction of Museum management.
- Each volunteer shall be assigned to a staff advisor who will provide the volunteer with on-going support and guidance.
- Volunteers shall be provided with the necessary training, equipment and support to fulfill their program.
- Volunteers shall be recognized and appreciated for their efforts.
- Volunteer programs shall be regarded as enhancing Museum programs and assisting staff.
- Volunteers will not be engaged in positions that contravene the collective agreement.

An individual volunteer and Museum London shall agree to and sign the *Museum London Volunteer Agreement* that fosters a healthy relationship in support of the mission, vision and mandate of both parties.

The *Museum London Volunteer Agreement* must include provisions for the following areas if appropriate:

- The goals, objectives, and principles outlined in the *Volunteer Policy*.
- A list of duties, tasks, responsibilities and obligations.
- Expected volunteer time commitment.
- The terms of insurance coverage and waivers as may be required from all parties.
- Relationships and interactions between with Museum staff and volunteers.
- Museum staff shall provide appropriate support so that volunteers may carry out their duties with a high standard of integrity.
- Museum London shall provide guidance regarding execution of activities and feedback where appropriate on the execution of duties.
- Museum London shall provide opportunities for feedback from the volunteers whether formal or informal.
- Terms by which the volunteer relationship could be terminated by either party.

Last Revised Date: 31 May 2017

MONITORING:

Adherence

The Executive Director will report to the Board on any areas of non-adherence within a timely manner.

Policy Review

Method: Internal Report

Responsibility: Policy Committee

Minimum Frequency: Annually in 2016 through 2018 and thereafter every three years.