

ARROWSMITH COMMUNITY JUSTICE SOCIETY

Board of Directors

Volunteer Classification



Adopted

14 Oct 2014

1. **ACTIVE VOLUNTEER**

Description: A person who had taken a case, served on a committee or given time to the operation of the ACJS during the current fiscal year. All active volunteers are members of the Society and entitled to:

- a) Vote at the Annual General Meeting
- b) A copy of all volunteer communications
- c) Training / upgrading
- d) Insurance coverage while working for the organization
 - i. **RCMP Liability Insurance:** Covers a volunteer who:
 - Works as a conference team member
 - Has the potential to work as a conference team member during the current year.
 - Any person who will become privy to confidential case information such as the debriefers of committee members.
 - ii. **Encom Director & Officer Liability Insurance:** Covers a volunteer who:
 - Is an active ACJS Board Director
 - Is a chairperson of a Board Committee
 - Does NOT actively work as a conference team member
 - Is NOT privy to confidential case information

2. **INACTIVE VOLUNTEER**

Description: A person who was once active but has not given time to the operational aspects of the organization for a year or more. Inactive members will be classified as members on leave:

- a) A volunteer who notifies the coordinator and requests a leave from the program for a pre-determined time period under two (2) years in length.
- b) A volunteer given a leave due to absence from the area or ill health.

A person on leave is entitled to:

- a) Copy of all volunteer communication
- b) Will be contacted annually to determine any changes in status

3. **MEMBER**

Description: Is registered with ACJS as a member. They would be affiliated with community partners and have an invested interest in the organization and its programs. This will include RCMP management, government officials, community resource providers, and inactive volunteers. Members are entitled to:

- Notification of Annual General Meetings
- A copy of any communications made available to the general public
- A vote at the Annual General Meeting.

SPECIAL DESIGNATIONS: Optional designations as determined by Board.

4. **HONORARY BOARD MEMBER**

Description: The ACJS recognizes the value of members who have belonged to the Society for many years but have reached an age where the insurance coverage is no longer available for them while performing Board and Society related activities.

The Honorary Director shall be:

- a. Appointed to the position by the Board of Directors on an annual basis.
- b. Shall receive notice of and be invited to attend all board meetings.
- c. Shall be given the opportunity to take part in all discussions presented at meetings
- d. Shall not have the right to vote on issues.

5. **AMBASSADOR:**

Description: The Ambassador shall maintain connection with volunteers in a supportive manner.

The Ambassador shall:

1. Contact new members as they assimilate into the program to assist them with becoming familiar with all aspects of the Society and the restorative process
2. Send cards and/or notes to members who are ill or have suffered a loss.
3. Connect and/or visit volunteers who have not been involved with cases recently.