



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Volunteer Classification

Adopted

9 Sep 2021

1. ACTIVE VOLUNTEER

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

- a) Vote at the AGM
- b) Receive a copy of all volunteer communications
- c) Receive training/upgrading
- d) Insured for liability coverage while working for the organization
 - i. **RCMP Liability Insurance:** Covers a volunteer who:
 - Works as a conference team member
 - Works with confidential information in another capacity for ACJS (debrief team, Directors)
 - ii. **Encom Director & Officer Liability Insurance¹:** 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 Program 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. HONORARY BOARD MEMBER

Description: 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:

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

¹ See Appendix #1

4. **AMBASSADOR:**

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

The Ambassador shall:

1. Send cards, notes and/or make calls to members who are ill or have suffered a loss.
2. Conduct activities as determined by the Board