



OGNIWO POLISH MUSEUM SOCIETY INC. VOLUNTEER POLICY

I Intent

The OgniwO Polish Museum values its members, who donate their time and talents to the Museum. It is the intent of this policy to provide guidelines for the Museum's Volunteers. This policy establishes standards governing the selection of volunteers, the kind of work assigned to volunteers, the quality of work expected, and the responsibilities and rights of volunteers. The Museum is committed to providing meaningful, enjoyable and safe volunteer assignments of real value within clear and appropriate programmes or activities.

II The Volunteer: Definition and Role

A volunteer is an individual who freely chooses to work for the Museum without financial remuneration. Volunteers are vital to the Museum and complete many important duties. The Museum seeks to involve volunteers with a wide range of skills, knowledge, and life experiences and to offer a range of opportunities according to their needs and interests. Volunteers may contribute in various areas, including exhibit design, research, collections management, preparing or presenting education programs or lectures, administrative work, building maintenance, web and social media managements, event organizing and fundraising.

Every effort will be made to match volunteers to their preferred tasks in order to optimize the different strengths and interests of the Museum's volunteers. The Museum makes every effort to clearly describe the work to be done, the skills and time commitment required, and the associated responsibilities, so that prospective volunteers are well informed before making a commitment.

III Volunteer Selection and Dismissal

The Museum hopes to attract volunteers with diverse backgrounds. Potential volunteers will not be screened on the basis of nationality, race, creed, age, gender, or physical ability. Volunteers under the age of sixteen will be required to obtain written consent from a parent or guardian.

Should a volunteer be unable to perform their assigned duties, every effort will be made to find tasks better suited to their interests, abilities, and schedule. If, for any reason, a volunteer is unable to fulfill their commitment, the Museum reserves the right to dismiss them for just cause.

IV Responsibilities of the Museum

The Museum will provide a safe and supportive working environment for volunteers. It will make the best possible use of the skills, interests, and prior experiences of the volunteers. It will strive to provide challenging and meaningful opportunities for the further acquisition of relevant skills and experiences. It is the responsibility of the Museum to recruit potential volunteers, provide them with a general orientation of the Museum, assign them appropriate projects, and provide them with a description of their duties as well as adequate training for the tasks they are assigned.

It is also the responsibility of the Museum to ensure that all volunteers are treated with dignity and respect and provide them with an environment that is free from abuse, harassment, or any other form of discrimination.

The Museum must provide volunteers with meaningful activities suitable to their skills, abilities, and interests and ensure that volunteers receive appropriate and ongoing training, supervision, and assistance from other Museum staff. It is the responsibility of the Museum to ensure that all workplace Safety and Health regulations are followed, that Museum Policies and Procedures are followed, and that copies of these are accessible to all Museum volunteers.

The Museum is responsible to provide a safe and confidential way to receive and investigate complaints regarding potential safety or harassment issues from its volunteers and to resolve such issues discretely and without unnecessary time delays.

V Responsibilities of Volunteers

Volunteers must behave in a professional manner in the Museum. They must respect time pressures associated with their duties, ensuring that any and all funding obligations are met. Volunteers must notify the Museum if they are unable to meet scheduled work commitments, or require additional training or assistance in order to do so. Volunteers must follow all workplace Safety and Health procedures laid out for them by the Museum.

Volunteers must also maintain confidentiality and exercise discretion as required, when working with members of the public, other volunteers, or engaging in any Museum work, particularly in regards to sensitive archival records. They are responsible for demonstrating respectful behaviours while acting as a representative of the Museum, demonstrating good judgment, maintaining positive interactions with others and using respectful communication and conduct.

This policy will be reviewed periodically by the Board of Directors.

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