NOTL Residents Association
Our Town! Our Future!

Volunteer Management Policy

Niagara-on-the-Lake Residents Association (NOTLRA)

Website: http://notlra.com

Purpose

This policy provides guidelines for recruiting, managing, and supporting volunteers who contribute to the mission and activities of the NOTLRA.

1. Recruitment and Selection

- Volunteers must be residents of Niagara-on-the-Lake or have a vested interest in the community.
- Recruitment will be transparent and inclusive, ensuring equal opportunity.
- All volunteers must complete an application form and, if required, provide references.

2. Roles and Responsibilities

- Clear role descriptions will be provided for each volunteer position.
- Volunteers are expected to adhere to the Association's Code of Conduct and represent the community positively.

3. Orientation and Training

- New volunteers will receive an orientation about the Association's mission, policies, and expectations.
- Training will be provided for specific roles to ensure competence and safety.

4. Supervision and Support

- Each volunteer will have a designated coordinator for guidance and feedback.

- Regular check-ins will be scheduled to address concerns and provide support.

5. Recognition

- Volunteers will be acknowledged through newsletters, events, and certificates of appreciation.
- Annual volunteer appreciation events will be organized.

6. Confidentiality

- Volunteers must respect the privacy of members and handle sensitive information responsibly.

7. Safety and Liability

- Volunteers must comply with all safety guidelines and municipal regulations.
- Liability coverage will be provided for approved volunteer activities.

8. Termination

- The Association reserves the right to terminate volunteer involvement for breaches of policy or misconduct.

Contact

- For inquiries or to apply as a volunteer, email: ron.simkus@gmail.com or notlra2025@gmail.com