

**Ratified: November 7, 2014**  
**Expires: AGM, 2017**

**PART 1**  
**PREAMBLE**

The Ontario Band Association (OBA) strives to be an inclusive organization. From time to time non-paid personnel not affiliated with the OBA Board of Directors may be required to help with OBA events, concerts and symposiums. These positions are on an ad-hoc basis and may be created to facilitate the function and furthering the mission and vision of the OBA.

**PART 2**  
**ADMINISTRATION**

1. Primary responsibility for volunteer personnel administration shall rest with the President of the OBA. The President may delegate said responsibility to an elected member of the OBA Board of Directors.
2. The President or designate shall maintain volunteer personnel files on all volunteers with respect to the following: contact information, position profiles, and information regarding the awarding of volunteer positions, if applicable.
3. Any letters substantiating time volunteering with the OBA shall be signed by the President and/or designated OBA Board of Director member.
4. Volunteers shall not be monetarily compensated for their time with the OBA.
5. Volunteers shall not handle money directly or indirectly associated with events associated with the OBA.

**PART 3**  
**RECRUITMENT**

1. Prior to the posting of an available volunteer position within the OBA, the Board of Directors will complete a comprehensive audit of the duties required by the volunteer to ensure the details of the position are current and relevant.
2. In the event that a new volunteer position is required, the Executive will develop an appropriate position profile, subject to approval of the Board of Directors.
3. All available volunteer positions will be suitably advertised.

4. All volunteer job postings will contain the following:
  - a. Qualifications, including knowledge, education and skills required
  - b. Duties and responsibilities;
  - c. Required hours of work;
  - e. Length of volunteer contract (if applicable);
  - f. Deadline for applications;
  - g. Contact person, and contact information for the OBA;

#### **PART 4**

#### **INTERVIEWING AND/OR SELECTING VOLUNTEERS**

1. The OBA distinguishes between low risk and high risk volunteers.
  - a. A low-risk volunteer is one who has no contact or supervised contact with minors or other vulnerable persons.
  
  - b. A high-risk volunteer is one who has unsupervised contact with minors or other vulnerable persons, or one who has a significant responsibility for the success of an OBA event.
2. The process outlined in this section is for high-risk volunteers.
3. All interviewing and/or selection procedures will be conducted in confidence and will remain in confidence to protect the candidate and the integrity of the process.
4. The OBA shall not differentiate or discriminate between applications on the basis of race, national or ethnic origin, religion, sex, sexual orientation, age or mental or physical disability, or anything else that contravenes the Canadian Charter of Rights and Freedoms or the Ontario Human Rights Code. Selections of all qualified candidates shall be made on the basis of merit.
5. Prior to the commencement of the volunteer interview and/or selection period, criteria for shortlisting applications will be developed based on the position profile, if applicable. Candidates will be shortlisted and evaluated against these criteria, if applicable.
6. For the purposes of scheduling and conducting interviews, the President or designate shall prepare a shortlist of no more than five (5) qualified candidates, if applicable.
7. The scheduling of interviews for vacated positions shall be coordinated by the President or designate and shall commence following the preparation of a shortlist of candidates, if applicable.
8. Before successful candidates are notified of a scheduled interview, the President or designate will complete reference checks, if applicable.
9. Upon the selection of a successful candidate, the President or designate shall recommend the successful candidate to the Board of Directors for approval and will make available the successful candidate's resume and/or curriculum vitae for reference, if applicable.

8. In the event that the Board of Directors does not approve the selection of the volunteer candidate, the President or designate may choose to recommend another short-listed candidate for approval or may choose to re-post the vacant position for additional applications.

9. Unsuccessful applicants, who appeared for an interview, shall be notified immediately following the approval of the successful candidate by the President or designate.

10. In the event that the President is in a position of a conflict of interest (i.e. the hiring of a relative, close friend), the President shall make her conflict of interest known to the Board of Directors as per the OBA Conflict of Interest Policy and if requested, shall remove herself from the process.

## **PART 5 ORIENTATION AND TRAINING**

1. All efforts shall be made to coordinate a structured and comprehensive orientation between the President or designate and volunteer personnel.

2. Volunteer personnel shall meet with the President or designate to discuss, among other issues, internal policies; position profile; and anything else pertinent and required for the position.

## **PART 6 CREATION OF PERMANENT POSITIONS**

1. Volunteer personnel positions are determined on an ad-hoc basis, and therefore shall not be deemed permanent positions.

## **PART 7 ELIMINATION OF POSITIONS**

1. Approval for the elimination of volunteer personnel positions within the OBA rests at the discretion of the President or designate.

## **PART 8 POSITION PROFILES**

1. Every volunteer position within the OBA shall be directed and governed by a Position Profile (job description) ratified by the Board of Directors.

2. Each Position Profile shall contain the following:

- a. Title
- b. Reporting Structure
- c. No Compensation
- d. Date
- e. Position Summary
- f. Qualifications
- g. Responsibilities & Duties
- h. Signature of the President

3. All Position Profiles must be approved by the Board of Directors prior to their being referenced and enforced.
4. The Secretary shall ensure that a copy of each Position Profile is maintained in the central file.

## **PART 9 PERFORMANCE EVALUATIONS**

1. Volunteers shall not have performance evaluations performed for their services with the OBA.

## **PART 10 HOLIDAYS**

1. Volunteers with the OBA shall not be required for the following statutory holidays in Ontario:
  - a. New Year's Day (January 1)
  - b. Family Day (Third Monday in February)
  - c. Good Friday (Friday before Easter Sunday)
  - d. Easter Monday (Monday after Easter Sunday)
  - e. Victoria Day (Monday before May 25)
  - f. Canada Day (July 1)
  - g. Civic Holiday (First Monday of August)
  - h. Labour Day (First Monday in September)
  - i. Thanksgiving Day (Second Monday in October)
  - j. Christmas Day December 25
  - k. Boxing Day (December 26)
  - l. Any other workday proclaimed as a paid public holiday by the Federal, Provincial, or Municipal government.

## **PART 11 VACATION LEAVE**

1. As all volunteers do not receive an honourarium and work as necessary, no set vacation leave shall be granted or enforced by the OBA.
2. As all volunteers do not receive an honourarium, they shall not be entitled to 4% vacation pay.

## **PART 12 SICK LEAVE**

1. As all volunteers are not employed by the OBA, they shall not be granted sick leave.
2. If volunteer personnel are sick and unable to fulfil their duties with the OBA, volunteers must inform the President or their designate as soon as possible.

**PART 13  
MATERNITY LEAVE**

1. As all volunteers of the OBA do not receive an honourarium and are not employed by the OBA, they shall not be entitled to Maternity Leave as defined by Human Resources and Development Canada and the Ontario Labour Code.

**PART 14  
PARENTAL LEAVE**

1. As all volunteers of the OBA do not receive an honourarium and are not employed by the OBA, they shall not be entitled to Paternity Leave as defined by Human Resources and Development Canada and the Ontario Labour Code.

**PART 15  
DISCIPLINE AND DISMISSALS**

1. In the event that there is an issue regarding a volunteer's performance, the President or designate will first attempt to solve the problem through a verbal meeting with the volunteer. Written summaries of this discussion shall be kept on file in the office of the President.

2. If the performance issues persist, or if the actions of the volunteer are considered to be of a magnitude that verbal discussion is not considered an adequate response, a formal written warning will be issued. The following procedure will govern the process:

a. The President or designate will have a formal discussion with the volunteer with respect to her inadequate or inappropriate performance as a volunteer with the OBA;

b. Within five (5) working days, the President or designate shall provide the volunteer with a letter outlining the reasons for dissatisfaction, the corrective measures required, the date by which these corrective measures must be demonstrated, and the disciplinary measures that may follow if corrective action is not taken;

c. If prescribed corrective action is not demonstrated by the date specified, then a second written warning shall be issued, following the same procedure outlined in a and b above;

d. If there is continued concern, the President or designate shall reserve the right to either suspend or dismiss the volunteer. In either instance, a meeting of the Board of Directors shall be called and convened to inform members of the Board of the President's decision.

3. The President or designate may suspend an volunteer for a period of time if the disciplinary actions outlined above have had little effect. The President or designate will inform the Board of Directors of the suspension, suspension length, and the reasons for the suspension as well as any other disciplinary actions taken.

4. Volunteers who do not respond positively to formal written warnings may be dismissed provided that they are given written notice of termination

5. A volunteer may be immediately dismissed, without written warning, notice or period for the following reasons:

- a. Theft, fraud, or other criminal activities;
- b. Using or being under the influence of alcohol or illegal drugs while volunteering during OBA events;
- c. Breach of confidentiality;
- e. Failure to inform the President or designate of absences; and/or
- f. Insubordination.

6 The President shall keep an accurate record of all incidences in which a volunteer does not perform their required duties, or does not perform them to an acceptable and a reasonable standard. These records should include the following information:

- a. Incident date;
- b. Behaviour observed;
- c. Reasons for concern;
- d. Summary of discussion with employee; and
- e. Disciplinary action taken (if any).

## **PART 16 PERSONNEL FILES**

1. Personnel records shall be maintained by the President and kept in a secure file.
2. Personnel records shall contain information relating to an OBA volunteer member's employment, including:
  - a. Resume or curriculum vitae and cover letter for volunteers;
  - b. Offer of volunteer assignment signed by the President;
  - c. Position profile;
  - d. Letter informing volunteers of position specifications as well as an annual performance evaluation;
  - e. Notes of personal discussions and notable observations, correspondence sent and received, and copies of letters of reprimand.
3. Confidential information shall consist of the materials outlined in part 19(2), as well as any other document or material transmitted in confidence.
4. Volunteer members of the OBA shall have the right to examine the contents of their personnel file at any time, provided that the President or member of the Executive witness accompanies them.
5. Volunteer members of the OBA shall have the right to add written comments to their personnel file including any explanation in defense of any serious indictment of the volunteer member's professional conduct.