Girl Scouts of Michigan Shore to Shore

VOLUNTEER POLICIES

Volunteers should familiarize themselves with those Girl Scouts of the USA and Council policies and practices that guide and protect their status as Girl Scout volunteers.

Non-Discrimination/Affirmative Action Policy for Volunteers

There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, sexual orientation, national origin, or socio-economic status. In addition, to ensure full quality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement and recognition of volunteers. Special emphasis shall be placed upon securing representation of under represented racial minorities.

Membership Registration

All girls and adults participating in the Girl Scout Movement shall be registered as members with GSUSA and individually pay the annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity. Members shall agree to abide by the policies and principles of GSUSA and the Girl Scout Council.

Recruitment

The recruitment process consists of a number of methods to attract qualified volunteers who will be matched to appropriate open or newly created positions. Written position descriptions that define specific responsibilities and clarify expectations will be completed prior to recruitment and used in the search. Each volunteer will also be required to complete an application, provide references, sign agreements, and undergo a background check, prior to selection.

Criminal Background Checks*

The criminal background of all volunteer-applicants shall be processed. An applicant for a volunteer position shall automatically be disqualified if the applicant has been convicted of any felony, been convicted of a misdemeanor which relates to the position the applicant is applying for, or been convicted of <u>any</u> offense involving criminal sexual conduct or physical abuse.

Selection

Each volunteer is selected on the basis of ability to perform the volunteer position, volunteer and council need, ability and willingness to attend training, and qualifications for membership in the Girl Scout Movement. There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, religion, citizenship, ancestry, marital status, veteran status, socio-economic status, or other characteristics protected by federal, state, or local law.

Membership

Placement

Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the Council. In instances where this is not possible, the needs of the Council will take precedence over the needs of the individual. Individuals not placed in a position for which they applied may be recommended for other positions and they may request reassignment or the Council may reassign at any time.

Appointment

Operational volunteers shall be appointed for a term not to exceed one year.

Training

All volunteers will receive basic training for their position and will also be required to complete additional training that is designated as mandatory for the position within a specified time frame. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her/his work.

Orientation

Each volunteer is provided with an overview of the Girl Scout purpose and organization, local Council information, and the support systems available to help them in their work.

Advantages

Advantages to volunteers include support in their position, training and other learning opportunities. Volunteers are encouraged to enhance and develop their skills while serving with the Council. As appropriate, the Council will assist volunteers in broadening their skills through assignment to new volunteer positions involving additional and/or greater responsibilities. Other advantages for volunteers include council publications, tools for recording volunteer experience, references when appropriate, liability insurance and supplementary accident insurance, as part of national and/or council membership.

Performance Appraisal

Each volunteer shall be provided with the opportunity for a periodic performance appraisal and evaluation. The performance appraisal should include both a review of the volunteer's performance of position responsibilities and a discussion of any suggestions that the volunteer may have concerning the position or project with which the volunteer is connected. The performance appraisal session should also be utilized as an opportunity to ascertain the mutual interest of the council and volunteer in the volunteer's continued service in her/his position. It shall be the responsibility of each staff person in supporting relationship with a volunteer to schedule and conduct the performance appraisal.

The position description and standards of performance for a volunteer position should form the basis of the performance appraisal and recorded in the volunteer file..

Standards of performance shall be established for each volunteer position. These standards should list the responsibilities of the position, measurable indicators of whether responsibilities were accomplished, and appropriate timelines for accomplishment of responsibilities. Creation of these standards will be a joint function of staff and the volunteer assigned to the position, and a copy of the standards should be provided to the volunteer along with a copy of the position description at the beginning of her/his assignment.

Prior to the completion of her/his term, each volunteer who is to be reappointed to the same position or rotated to a different position may receive confirmation of such reappointment or rotation. Reappointment is based on past performance, adherence to council and GSUSA policies and standards, support of the Girl Scout purpose, values, and council goals, as well as positive relationships with the community, parents, other volunteers, and employed staff. There will be mutual acceptance of position accountabilities, expectations and time commitments.

Uniforms

A uniform is not required for participation in Girl Scouting. Purchase of a uniform is at the volunteer's expense and is encouraged. Volunteers are encouraged to wear the Girl Scout Membership Pin if they are not in uniform. Please refer to the GSUSA website for placement of uniform pieces.

Conflict Resolution/Dispute

The conflict resolution process is based on the fundamental values of respect for the individual and fairness. The policy exists so members of the organization can air their grievances and have avenues for resolving them. All volunteers may use the conflict resolution procedure. Every volunteer may expect a fair resolution of her/his dispute without fear of jeopardizing her/his volunteer status.

The initiation of the conflict resolution procedure, however, will not restrict the council from taking immediate and appropriate action with respect to the volunteer.

Recognition

The council's formal recognition system will be consistent with the GSUSA publication <u>Adult Recognitions in Girl Scouting</u>.

Release

Either the council or the volunteer may initiate a release from a position.

Situations may arise that make it necessary to release an individual from a position. The council may release an individual because of, among other things, restructuring of positions, elimination of the volunteer position in which the individual serves, the volunteer's inability or failure to complete the requirements of the position, or the refusal to comply with council or Girl Scouts of the USA policies. Release from the position does not cancel membership with Girl Scouts of the USA unless it is determined that she/he is unable to meet the membership requirement.

Conduct

The council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment.

Harassment

It is the policy of the organization to provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

The council expressly prohibits any forms of harassment on the basis of race, religion, color, national origin, citizenship, age, sex, marital status, parental status, handicap, sexual orientation, membership in any labor organization, political affiliation, height, or weight.

Any volunteer who feels that she/he has been subjected to harassment of any type, whether by another volunteer, council staff member, or any agent of the organization, should promptly report the incident to a supervisor or to the chief executive officer, who will conduct an investigation and, depending on the findings, take appropriate corrective actions.

Sexual Harassment

It is against the council's policies for any individual, male or female, to sexually harass another volunteer, employee, or Girl Scout member of the same or opposite sex. The council reserves the right to refuse membership endorsement or reappointment, and to dismiss or suspend from affiliation with the council any volunteer who, in conducting Girl Scout program, sexually harasses another volunteer, employee or Girl Scout member of the same or opposite sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, abusing the dignity of another through insulting or degrading sexual remarks or conduct and threats or

suggestions that a volunteer's status is conditioned upon toleration of or acquiescence to sexual advances. Some examples of sexual harassment that could create a hostile work environment include telling of sexual jokes or stories, the presence of sexually explicit photographs or other materials, touching another person's clothing, hair or body, making sexual comments about another person's body, making sexual comments or innuendoes, asking personal questions about another person's social or sexual life, staring, leering and making sexual gestures. Any volunteer who feels that she or he has been sexually harassed should promptly report such behavior to a supervisor or the chief executive officer. Upon receiving a complaint, a supervisor will report the matter to the chief executive officer. The chief executive officer will conduct an investigation and, depending on the findings, take appropriate corrective action.

Child Abuse

The council supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act.

Child abuse and neglect are unlawful acts, and it is against the council's policy for any volunteer, male or female, to physically, sexually, mentally, emotionally or verbally abuse or neglect any girl member.

The council reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation with the council, any volunteer implementing Girl Scout program who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect.