



University Students' Council of the University of Western Ontario VOLUNTEER ORIENTATION AND TRAINING POLICY

EFFECTIVE: Oct 2, 2012

SUPERSEDES: None.

AUTHORITY: General Manager (Staff)
President (Executive)

RATIFIED BY: Executive Council
Oct 2, 2012

RELATED DOCUMENTS:

- HR Directive
- Volunteer Scope of Responsibilities

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PREAMBLE:

The USC maintains a strong commitment to its volunteer program and promoting strong leadership in its volunteers. As part of this commitment, the USC offers orientation and training to its volunteers upon joining the organization as well as opportunities for volunteers to develop their leadership skills throughout their time with the USC. This document details the expectations of the orientation and training offered by the USC to its volunteers.

This Policy is created under the Human Resources Directive of Council in order to implement effective Volunteer Management. This Policy should be read in context with the Human Resources Directive, which further defines terms used in this document.

1.00 SCOPE

1.01 This policy applies to all volunteers of the USC as defined by the Volunteer Scope of Responsibilities.

1.02 This policy is concerned with the implementation of effective orientation and training for USC volunteers.

2.00 ORIENTATION

2.01 Upon hiring new volunteers, the USC shall hold at least one (1) mandatory orientation session for the incoming volunteers.

2.02 The purpose of this orientation session will be to familiarize new volunteers with the culture of the USC, the general expectations of USC volunteers and employees, and the relevant USC documents that will apply to them during their time as a USC volunteer.

2.03 All volunteer orientation sessions shall be led by a member of the Human Resources department.

2.04 A record of participation in an orientation session shall be kept in each volunteer's file for future reference.

3.00 PORTFOLIO-SPECIFIC TRAINING



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- 3.01 All USC volunteers shall participate in portfolio-specific training with their portfolio supervisor.
- 3.02 Portfolio-specific training shall consist of at least one (1) session that includes all the volunteers in the portfolio and at least one (1) session that is between the volunteer and the portfolio supervisor only.
- 3.03 Portfolio-specific training shall be focused on helping volunteers understand their specific responsibilities and expectations, both on their own and in the greater context of the Presidential or Vice-Presidential portfolio under which the volunteer falls.
- (1) Portfolio-specific training shall familiarize volunteers with the Job Manual attached to their position and the Final Reports of previous volunteers in that position.
- 3.04 A record of participation in portfolio-specific training shall be kept in each volunteer's file for future reference.

4.00 LEADERSHIP DEVELOPMENT TRAINING

- 4.01 The USC shall provide additional training opportunities for volunteers aimed at enhancing the leadership skills of its volunteers.
- 4.02 This training may be undertaken by a volunteer on a voluntary basis or on the instruction of their portfolio supervisor.
- 4.03 A record of participation in leadership development training shall be kept in each volunteer's file for future reference.

5.00 PROCEDURAL AUTHORITY

- 5.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Human Resources Department.
- (1) The scope of such Procedures is limited to the scope of this policy.
- (2) In the event of any conflict, this Policy supersedes any documents created under it.
- (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
- (4) Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.