

## **Volunteer Policy**

### **I. Overall Policy on the Utilization of Volunteers**

Volunteers are essential to the operation, management, and purposes of Friends of the Cuba Library, Inc. Therefore, Friends invites the active participation of its members and the citizens of the community to serve as volunteers, to assist Friends in achieving its purposes, to support the library, and to, thereby, provide a valuable service to the community.

### **II. Purpose of Volunteer Policies**

The purpose of these policies is to provide overall guidance in the involvement and management of volunteers. These policies do not constitute, either implicitly or explicitly, a binding contract or personnel agreement. Friends reserves the right to change any of these policies at any time and to expect adherence to the changed policy. Areas not specifically covered by these policies shall be determined by the Executive Committee of Friends of the Cuba Library, Inc.

### **III. Definition of Volunteer**

A volunteer is a person who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of Friends of the Cuba Library, Inc. A volunteer must be officially accepted by Friends prior to performance of the task. Volunteers shall not be considered as employees of Friends.

### **IV. Recruitment and Screening**

Volunteers serve in a variety of capacities including, but not limited to, as elected officers, board of director members, committee chairs, and committee members, and book and bake sale sales clerks. These volunteer positions require varying degrees of responsibility. Due to the fiduciary responsibilities of elected officers, board of director members, and committee chairs, individuals interested in serving in those positions shall be requested to submit the information necessary for a background check, prior to nomination, appointment, or acceptance.

Friends of the Cuba Library, Inc.

Volunteer Policy Adopted: July 7, 2020

