



Saint John Volunteer Centre Inc.  
P.O. Box 7091, Station A  
Saint John, NB E2L 4S5  
Phone: (506) 658-1555

**MEMBERSHIP 2011 AGREEMENT**  
**(NOTE BOLDED POINTS)**

The Member Agency assumes the role of appropriately screening potential volunteers as necessary for the various volunteer positions with their agency (screening & monitoring & effectively supervising). **The Volunteer Centre does not accept responsibility for the screening of potential volunteers.** The centre is primarily a referral agency.

The Member Agency will make **contact with the referred volunteer within ten working days** following the initial telephone referral from the Volunteer Centre. The Member Agency will **inform the Volunteer Centre if unable to reach or schedule an interview** with the volunteer **or if the volunteer is unsuitable** for placement with their agency.

The Member Agency will designate an individual to be responsible for the coordination and support of the volunteer program. The Agency will provide orientation, training, evaluation, and recognition necessary for effective volunteer service and satisfaction. The Agency will give the volunteer the same careful placement, attention and supervision as a paid employee.

The Member Agency will ensure that volunteer placements are made to enhance current programs, not to replace or supplement paid staff. The Member Agency will provide an opportunity for a volunteer to be promoted to a position of responsibility when appropriate and available.

The Member Agency will ensure **adequate insurance coverage** for volunteers and will inform volunteers of any and all potential risks.

The Volunteer Centre will review each **volunteer job description** submitted to the centre and maintain files of current needs for volunteers, as requested by member agencies.

The Volunteer Centre will refuse any job request deemed inappropriate for volunteer placement. The Volunteer Centre will not accept requests for volunteers from for-profit businesses or from political parties or candidates.

The Volunteer Centre will not release information for political or profit making purposes. The Volunteer Centre will not release addresses and/or telephone numbers of individual volunteers without signed permission from the volunteer.

Both The Saint John Volunteer Centre and The Member Agency agree not to discriminate in the acceptance of potential volunteers based on religion, age, sex, orientation, race, color, creed or income. Any deviations from this policy must constitute bona-fide physical, mental, health or safety requirements or limitations that would affect the suitability of the volunteer.

Signed \_\_\_\_\_  
COORDINATOR OF VOLUNTEERS OR EXECUTIVE DIRECTOR

Dated \_\_\_/\_\_\_/\_\_\_  
D / M / Y

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
Phone

**SIGN & RETURN**