



## VOLUNTEER POLICY

We are a non-profit volunteer association. Therefore, all our activities are carried out by volunteers and are therefore not remunerated.

This policy acts as a form of 'reward and thanks' for volunteer contributions of time and expertise provided by active members in good standing of the Association. It is not required by the Articles of Association, but it is the choice of the Executive Board to create this policy to recognize the contributions of members. It is not meant to be an incentive for people to become executives or volunteers of the association.

### Our principles

1. To volunteer for OWIT Lake Geneva, membership of the association is a precondition.<sup>1</sup>
2. Volunteers either perform specific one-time tasks or offer their time on an ongoing basis.
3. Volunteers agree, in their respective areas of responsibility, to:
  - a) promote OWIT Lake Geneva externally
  - b) undertake short or long-term projects and tasks
  - c) perform in a relatively autonomous manner (once a routine is established)
4. We appreciate all volunteer efforts, 'big or small'. We are not privileging one volunteer's efforts over another's; we respect that some tasks require more time/skills to achieve them.

### Operating rules

1. **Expectations:** Volunteers are expected to
  - a) be aware of the commitment required in terms of skills and time

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<sup>1</sup> except for specific services limited in time for which it is difficult to identify volunteers

- b) feel they can deliver according to their commitment
  - c) take initiative and be innovative in getting things done
  - d) strive to be clear, honest and open
  - e) keep relevant people informed in the areas of responsibility they contribute
  - f) respond to e-mails in a timely manner (maximum 3 days delay, unless on holiday/business travel that should be signaled in advance)
  - g) proactively communicate and help to find alternative solutions if one cannot meet a commitment
2. **Benefits:** Executive members will have their membership fee waived for a 12-month period from the date their membership expires (assuming s/he has fulfilled a full term and commitments made) as long as they remain in the position.
  3. **Participation at events:** Executive and volunteer members directly involved in the running of an event (and therefore missing part or all of it) are exempt from paying the event fee<sup>2</sup>. The other executive and volunteer members pay the volunteer/student/pensioner fee.
  4. Executive Board/Committee members have the right to revoke the volunteer discount offer should they assess the member no longer being a volunteer in good standing.
  5. **Letters of reference:** OWIT Lake Geneva will provide letters of reference (upon request) to Volunteers, as long as their responsibilities are completed in a high quality and in a timely fashion.

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<sup>2</sup> Except Annual Dinner