Alpha Delta State Ohio Educational Foundation (ADSOEF)

VOLUNTEER POLICY

GOVERNING POLICY

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I. INTRODUCTION

The ADSOEF Board of Directors (BOD) and committee members are volunteers. Additionally, individuals volunteer, as needed, when projects and events occur. Volunteers work together to meet the mission and purposes of ADSOEF. ADSOEF exists to raise, manage, and distribute funds to serve charitable purposes relating to professional and personal growth of educators, and to promote educational excellence**.**

Volunteers, people who donate time and effort without financial reimbursement, are valued by ADSOEF and are its greatest resource. As a charitable nonprofit, ADSOEF operations are governed, managed, and implemented by volunteers, with thoughtful planning and decision making for the success of its programs.

ADSOEF volunteers are among its most loyal supporters and donors. Volunteering is a life-long learning opportunity. By giving of time and talents, many volunteers express multiple benefits from serving ADSOEF. Volunteers are valued for their contributions and respected as colleagues. Volunteers make a difference!

II. VOLUNTEER RECRUITMENT

A. ADSOEF desires volunteers from each region of Ohio's OSO membership.

B. Volunteers are recruited from ADSOEF/OSO members and non-members. Members may apply to become a Director. Directors are elected on a rotation schedule and for a specific term, as specified in the ADSOEF *Bylaws*.

C. Each volunteer may select the committee of her choice or agree to a request from the BOD Chairman.

D. Each committee shall be composed of ADSOEF members and at least one Board Director.

III. VOLUNTEER ORIENTATION

A. Each volunteer shall read and adhere to ADSOEF *Bylaws* and Policies.

B. Volunteers use ADSOEF Procedures specific to their responsibilities.

C. Committee Chairmen shall discuss policies and procedures that relate to the specific work of a volunteer, whether BOD or committee member, and to the volunteer's interests and expertise.

D. BOD and Committee Chairmen facilitate expectations for volunteers, plus provide guidance and support.

IV. ROLES & RESPONSIBILITIES OF VOLUNTEERS

A. ADSOEF BOD, members, and volunteers shall conduct themselves with honesty, integrity, respect, fairness, and transparency in all their dealings as representatives of ADSOEF. (ADSOEF Ethics Policy)

B. Volunteers shall act in the best interest of ADSOEF. Volunteers shall act ethically while in the performance of their volunteer duties and comply with legal and regulatory requirements (IRS regulations, Ohio Revised Code, ADSOEF *Bylaws)*. Volunteers are professional at all times and exercise good judgement.

C. Volunteers shall foster exemplary conduct treating all ADSOEF members, volunteers, community members and beneficiaries with courtesy and dignity. Volunteers shall not discriminate and shall be respectful of ethnic, national, and cultural differences.

D. Volunteers shall read and understand the *Bylaws* and Policies of ADSOEF. These are located at adsoef.org. Additionally, procedure documents are available to guide and direct work specific to job responsibilities and the work of committees.

E. Volunteers take responsibility and follow through with commitments. Volunteers work together as a team and provide the checks and balances necessary for success of the programs. The BOD has oversight and final review.

F. Volunteers provide input to the BOD when their committee's Policies and/or Procedures need to be updated or revised.

G. Volunteers track and total their volunteer hours monthly and report them to their committee chairman or the BOD's Secretary.

V. VOLUNTEER COMMITMENTS

ADSOEF directors, members and volunteers shall be committed to:

A. uphold and enhance personal and professional honor, and the dignity of all ADSOEF members, contributors, grantors, beneficiaries, and the general public;

B. create an environment where all members are heard, informed, respected and supported, and where all practices and activities are conducted with integrity, honesty, fairness, accountability, transparency, security, and service to others;

C. accept responsibility to keep up to date with emerging issues for educators and education, and to share that information;

D. conduct fundraising activities and solicitations for contributions in accordance with state and federal laws;

E. promote ADSOEF's mission and purposes, work to keep ADSOEF relevant and healthy, and actively engage in all aspects of what is best for ADSOEF; and

F. protect against theft, fraud, deception and other breaches, and to address concerns regarding adherence to ADSEOF policies and procedures. (ADSOEF Whistleblower Policy)

VI. EXPENSES

A. Volunteers do not receive compensation, either directly or indirectly, for their services.

B. Actual and necessary expenses incurred by a volunteer in connection with the services performed are reimbursed in accordance with the ADSOEF Reimbursement Policy.

VII. GOVERNANCE

A. Conflict of Interest, Confidentiality, and Cybersecurity documents are completed by volunteers and are on file with the BOD's Secretary. Volunteers shall protect confidential information.

B. ADSOEF *Bylaws*, Policies and Procedures are utilized in facilitating the work of ADSOEF, thus followed by our volunteers.

C. Operations of ADSOEF follow Ohio Revised Code (ORC) and Internal Revenue Service (IRS) Code and regulations.

D. If a conflict arises, problem solving is essential. The Conflict of Interest Policy is utilized. The first step in resolution is conferring with the Committee Chairman and/or the Chairman of the BOD. If necessary, the Whistleblower Policy goes into effect and is followed.