

### **Sample Best Practices for Volunteer Involvement**

There are many resources that list best practices for volunteer engagement and management in the nonprofit sector. This list is based on Imagine Canada's Level 1 standards for organizations of up to ten employees. <https://www.imaginecanada.ca/en/standards-program>

- The organization has policies and procedures in place that define and support the involvement of board and non-board volunteers. These policies are reviewed and approved by the board, a board committee or senior staff every five years.
- The organization has at least one individual who is responsible for volunteer involvement.
- Volunteer assignments relate to the mission or purpose of the organization and involve volunteers in meaningful ways that reflect their abilities, needs, and backgrounds.
- The organization has appropriate processes for screening board and non-board volunteers.
- Non-board volunteers are provided with appropriate orientation to the organization and its policies and practices. Non-board volunteers receive training appropriate to their roles and needs.
- All non-board volunteers are given regular opportunities to offer and receive feedback. Non-board volunteers who are engaged in delivering programs or services receive a level of supervision appropriate to their role.
- The contributions of volunteers are acknowledged and recognized.