

Guadalupe-Coyote Resource Conservation District (GCRC D)

Volunteer Policy

I. GENERAL PROVISIONS

Governance. The Board of Directors (“Board”) for the Guadalupe-Coyote Resource Conservation District (“District”) consists of five members (“Directors”) of the Board. As the governing body of the District, the Board reviews and approves District policies. The Board may choose to delegate responsibility for policy administration to the District’s Executive Director (“ED”), including but not limited to the development of procedures and internal controls to implement the policy.

Purpose of the Policy. Active community engagement is a priority for the District, and it accepts and encourages the involvement of volunteers within appropriate programs and projects. The use of volunteers can assist the District in effectively meeting its goals and objectives, and can help it expand the diversity and breadth of its community programs and projects. The purpose of this policy is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts.

Policy Revisions. The Board reviews District policies annually. Any Director or the ED may make recommendations for changes to a policy at any time, but all policy changes require approval by the Board.

Statement of Non-Discrimination. The District conducts its business on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act – Government Code Section 12900-12996). Additionally, the Board has adopted a Statement of Diversity and Inclusion to ensure diversity and environmental justice are key components of the District’s strategic planning and programmatic work.

II. VOLUNTEER ENGAGEMENT

Definition of “Volunteer”. For purposes of this policy¹, a volunteer is anyone other than a Director who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the District. Volunteers are not employees or agents of the District.

¹ Directors also are volunteers, but their role and responsibilities are covered by other authorities and policies, and therefore are not included in this policy.

Volunteer Program Management. The ED shall bear primary responsibility for management of the volunteer program, including development of the volunteer application process; recruiting and screening suitable volunteers; planning and implementing effective volunteer training and orientation programs; identifying productive and creative volunteer roles; and supervising and monitoring those placed in volunteer positions.

Volunteer Selection. Volunteers will be recruited and selected by matching volunteers' interests with work needed by the District. Interested persons shall submit an application and be officially approved by the Board prior to performance of any tasks. In the event more volunteers apply to the District than can be effectively used in a given program or project, priority will be given to selecting those applicants who have the specific skills, knowledge or abilities needed by the District.

Volunteer Service. Volunteers serve with the understanding that such service is at the sole discretion of the District. Volunteers agree that the District may at any time, for whatever reason, decide to terminate the volunteer's relationship with the District. The volunteer may at any time, for whatever reason, decide to terminate the volunteer's relationship with the District.

Expense Reimbursement. Volunteers are not eligible for mileage reimbursement unless the activity has been approved by the Board or the ED. Volunteers who are pre-approved by the ED to make purchases related to their volunteer responsibilities may be reimbursed for actual expenses, subject to applicable provisions of the District's Financial Policy.

Workers' Compensation. Pursuant to the provisions of California Labor Code 3363.5, District volunteers are not covered by workers' compensation insurance unless and until the District adopts a resolution to extend workers' compensation coverage to volunteers or classes of volunteers that perform services for the District.

Conflict of Interest. Volunteers are subject to the District's conflict of interest code when they serve the District, but are not subject to Form 700 reporting requirements.

Conduct. Volunteer activities are to be conducted in consistency with District policy, purpose, and direction.

Authority. Volunteers are not authorized to make agreements, contracts, or representations to any party, organization, or government agency on behalf of the District.

III. SPECIAL PROVISIONS

Associate Directors. Associate Directors are volunteers, but their selection, approval and responsibilities are governed by the District’s Associate Director Policy.

Employees. District employees may not serve as volunteers for the District due to the potential conflict with laws and regulations relating to the compensation of employees.

Coordination with NRCS. Depending on the volunteer’s assignment, approved volunteers also may be asked to submit an application and be approved for the Natural Resources Conservation Service (NRCS) Earth Team Volunteer program.

Policy Change Log:

Date	Action
07/16/20	Board adopted policy.
11/19/20	Board amended policy.