



VILLAGE DE MEMRAMCOOK

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VILLAGE DE MEMRAMCOOK POLICY ON VOLUNTEER REGOGNITION P07

1. Foreword

With this **Policy on Volunteer Recognition**, the *Village de Memramcook* wishes first and foremost to affirm its appreciation for all the things that volunteers do in our community. Volunteers preciously contribute their time and skills, and in so doing help organize a large number of activities and essential services throughout the year for the people of Memramcook.

Among others things, our volunteers assist those in need, they help organize many cultural, sporting and religious activities, they ensure that our residents are safe from fires and accidents, they take care of senior citizens, enrich our children's learning experiences and indeed do lots more. Moreover, it is to a large degree because of their efforts that a strong sense of community subsists in Memramcook.

This Policy on Volunteer Recognition will also help to clarify the role and the relationship of the municipality vis-à-vis volunteers and the non-profit sector in general. This document explains what the *Village de Memramcook* understands by a 'volunteer', it affirms the statements of recognition and principles that will guide the municipality in the future, and it enumerates the commitments of the municipality towards the volunteers of our community.

Finally, this Policy on Volunteer Recognition is wholly integral to the *Village de Memramcook's* wishes to be open with its citizens and to contribute to community development in all manners possible as put forward in the municipal strategic plan, the *Plan stratégique et communautaire de la municipalité de Memramcook 2007 – 2010*.

2. Definitions

1. The *Village de Memramcook* will recognize as a volunteer, regarding a person's admissibility to the 'Annual evening for volunteers' and eligibility to municipal services:
 - a) An individual, of any age category, who freely offers his or her time, energy and skills to an activity or cause that enriches the lives of his or her co-citizens and the greater community of Memramcook;
 - b) Any individual who has volunteered in Memramcook since 1995, the year the municipality was officially incorporated.

2. The *Village de Memramcook*, together with a citizens' committee¹, will also recognize as a volunteer, on a case by case basis:
 - a) Memramcook residents who contribute significantly as volunteers outside of Memramcook (at the Georges-L. Dumont hospital for instance);
 - b) Volunteer 'groups/organisms'² which have contributed significantly to our community prior to the year 1995 when it pertains to the *Mur de reconnaissance des bénévoles*.

3. Statement of recognition

The *Village de Memramcook* recognizes that:

- a) The role of volunteers is wholly essential for many aspects of community life in Memramcook – security, social well-being, religion, services to those with special needs, arts and culture, sports, and various activities for young and old;
- b) It is important to support these volunteers, to encourage a spirit of volunteerism among Memramcook citizens, especially young people, and to foster good relations with this sector;
- c) Volunteer groups/organisms often have important challenges to deal with, namely a lack of human resources, funding and office space as well as administrative burdens and an aging active population.

¹ This citizens committee, the *Comité consultatif de citoyen(ne)s sur le bénévolat* will be put in place in 2009 to advise the municipality on issues pertaining to volunteer recognition and in particular on the annual selection of volunteer groups/organisms for the *Mur de reconnaissance des bénévoles* (see section on 'Commitments of the *Village de Memramcook*').

² The term 'groups/organisms' is used in this document to refer to informal groups of volunteers who get together for specific activities as well as to more formal organisms (permanent committees, associations, etc.) that have a clearly defined structure and ongoing activities or services programs.

4. Guiding Principles

The *Village de Memramcook*:

1. Will encourage a culture of good faith and appreciation towards community volunteers among its personnel and municipal counsellors;
2. Will maintain respectful relations with volunteer groups/organisms from the community and will act with discretion in cases where confidential information and matters are at hand;
3. Will ensure that communication with volunteers is attended to promptly and adequately with regards to administrative assistance or help with facilities, and so on.

5. Commitments of the *Village de Memramcook*

The *Village de Memramcook* is committed to:

1. Organizing each year, during 'National Volunteer Week', an annual evening for volunteers (*Soirée de reconnaissance des bénévoles*) with the objective of thanking and honouring in a cordial atmosphere the volunteers of our community;
2. Putting up a wall of recognition for our volunteers (*Mur de reconnaissance des bénévoles*) comprised of three panels – Arts and culture, Sports and leisure, Social Volunteering – with the objective of recognizing on a long term basis those groups/organisms which have shaped these three categories of volunteerism in Memramcook. These groups will be recommended to the Municipal Council by a citizens' committee (*Comité consultatif de citoyen(ne)s sur le bénévolat*) and the names will be announced during the annual evening for volunteers;
3. Continuing to assist community volunteers in their administrative tasks through the help of its full time staff. This may include promotional support for an activity, making contacts, doing research on a group/organism's behalf and assisting with funding applications;
4. Putting in place a volunteer training program. This may include organizing various workshops and courses on topics such as: health and workplace safety, basic accounting, setting up a website, etc.;
5. Assisting volunteer groups with promoting their activities. This may include adding events to the events calendar on the municipal website on to the bi-weekly *Le Lien*. (Note: Concerning the Eugène (Gene) LeBlanc Arena sign, although the sign is available for community events, priority will be given to sporting activities, especially those taking place in the arena itself);

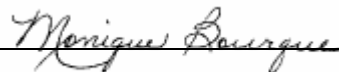
6. Including in its municipal budget on an annual basis an adequate amount of funding for volunteer recognition activities in Memramcook;
7. Keeping in place a funding program for community volunteer groups/organisms according to the guidelines laid out in the municipal funding policy (*Politique en matière d'attribution de subventions s'adressant aux organismes communautaires P01*).

6. Registration Form

The *Village de Memramcook* encourages all volunteer groups/organisms in Memramcook to fill out the registration form found in annexe 1. This will allow the municipality to keep up-to-date contact information for each group/organism and to be aware of how many people are involved and of what the legal status of each group/organism is.

Date adopted by the municipal council: March 16, 2009

Revised on: _____



Monique Bourque, Municipal Clerk

Annexe 1

Registration Form for Volunteer Groups/organisms in Memramcook

Name of the group/organism: _____

Contact Person: _____ Title: _____

Address: _____ E-mail: _____

Date the group was created (if known): _____

Approximate number of volunteers: _____

Your group/organism is operational:

Throughout the year

Seasonally

(Please specify _____)

Is your group legally incorporated?

Yes

No

In the process of incorporation

Does your group have an administrative council?

Yes

No

In the process of having one put in place

Please describe your group (Explain which category your group as belonging to – Sports and Leisure, Arts and Culture, Social Volunteering - , the types of activities you organize and the objectives of your group):
