

Book 8

Understand leadership and decision-making



Resources to increase and support volunteers

The nine books in this series are for volunteers and volunteer groups in small and large communities.

The main themes are to engage, respect, and value a diverse mix of volunteers. Please use these books to plan a workshop or special event, or as an everyday reference.

Book 1: [Understand volunteers and volunteer groups](#)

Book 2: [Promote volunteers and volunteering](#)

Book 3: [Recruit volunteers](#)

Book 4: [Coordinate volunteers](#)

Book 5: [Recognize and thank volunteers](#)

Book 6: [Plan a workshop about volunteering](#)

Book 7: [Understand funding and fundraising](#)

Book 8: **Understand leadership and decision-making**

Book 9: [Tools, references, and CD](#)

The first eight books have:

- ✓ Information about volunteers, and quotes and stories from the Northwest Territories and Nunavut.
- ✓ Stories from Caribouville – a make-believe place.
- ✓ Tools volunteers can use or change to meet their needs.



Resources to increase
and support volunteers



Book 8

Understand leadership and decision-making

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Cover photos:

- Left:** Teala Gonzalez and parent volunteer Anne Todd-Talbot put Teala's first initial on a 25th anniversary wall at Ecole St. Joseph, Yellowknife. Photo: Northern News Services Ltd.
- Right:** Joanasie Benjamin Arreak from Pond Inlet receives Nunavut's Volunteer Elder Award for outstanding leadership. Louis Taparjuk, Minister of Culture, Language, Elders, and Youth gives the award. Photo: Northern News Services Ltd.



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What is volunteer leadership and decision-making?

Volunteer leadership and decision-making is about people and process. Volunteer leaders give direction and support. They help volunteers and volunteer groups define their purpose and how best to achieve that purpose.

Volunteers lead and make decisions in two basic ways.

- 1) With informal groups or on their own.
- 2) With formal or registered groups.

Both kinds of leadership are very important. And many volunteers are leaders in both informal and formal ways.

Northwest Territories and Nunavut communities have many formal and informal volunteer leaders. Our communities also have many informal and formal volunteer groups. And we use many different words to describe them: group, club, society, association, network, alliance, coalition, community organization, non-profit, league, committee, team, or council.

True volunteer groups are independent. They govern themselves, set their own direction, take responsibility, and are accountable to their members.

“In this community it seems that the few voluntary or community organizations that exist are there to help with social issues. Voluntary organizations are part of the social network.”

Lesley Serkoak, Iqaluit, Nunavut (Nunavut consultations)



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What is informal leadership and decision-making?

Some informal volunteer leaders work on their own. They are not part of a volunteer group. But like most leaders, they are people we trust and go to for help or advice.

Some informal volunteer leaders work with an informal volunteer group. No one elects these leaders.

People may form an informal group to achieve a short-term goal, such as hold a special event. Or an informal group may have long-term and ongoing goals. For example, they might give advice on daycare programs or deal with social justice issues.

Informal groups usually don't have any paid staff. They depend on their volunteers.

An informal group is a natural way for a group of volunteers to get together to make things happen and to support each other. An informal group such as an interagency committee or coalition brings together people from many different groups and may include government people and individuals.

"There are very few organizations in small communities perhaps because no one wants to be a regular volunteer."

Noah Qaqqasik, Kimmirut, Nunavut (Nunavut consultations)



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Governments sometimes form an informal group to get advice, monitor, or implement a government program. Some people say this type of group isn't a true volunteer group because:

- ✓ Members include government employees, who aren't volunteers.
- ✓ The group gets their direction, policies, and budget from government, rather than develop their own.
- ✓ The group's main purpose is to advise, implement, or monitor a government program rather than something they create.

Informal volunteer groups may use a terms of reference to describe their purpose, membership, and other rules. A terms of reference usually shows:

- ✓ The purpose of the group.
- ✓ The group's members.
- ✓ The member's main roles and responsibilities.

Page 5 shows a sample terms of reference for the Caribouville Interagency Committee.



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Terms of reference Caribouville Interagency Committee

Purpose: Develop better working relationships among community groups that support peoples' health and well-being.

Members: One person from any volunteer or government group involved with peoples' health and well-being.

The Committee will review its membership once a year.

Founding members:

✓ Seniors Society	✓ Youth/Elders Drummers
✓ Old Timers' Hockey	✓ Women's Centre
✓ Boy Scouts	✓ Church Group
✓ Healing Society	✓ Student Council
	✓ Youth Group

Members' main role: To network, share information, and share human and financial resources.

Member's main responsibilities:

- 1) Prepare for and attend regular meetings.
- 2) Take turns to prepare and hand out information before meetings; to host, chair, and report on meetings.
- 3) Work together on projects, events, and programs when we get the chance.
- 4) Regularly talk about and report on what happens when we work together.

The Committee will review roles and responsibilities at least once a year.



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What is formal leadership and decision-making?

Formal volunteer leaders are board members with a registered volunteer group. Groups register with the territorial government as a non-profit society. They can also register with the federal government as a charity.

Volunteer leaders work together

Caribouville has many volunteer groups. Until a few years ago we didn't have any registered groups. But to get funding and for other reasons some groups registered as non-profit societies.

Many of our volunteer leaders communicate best in their native language, not English. They don't know how to use a computer. But they sure know how to inspire people and get things done.

Many of these leaders weren't too keen to register. They thought people might be scared off by the rules and the formal structure.

Some volunteer leaders agreed to do three things to help out:

- 1) Set up a central office to help groups handle paperwork.
- 2) Offer a training workshop to help volunteer leaders understand and be more comfortable with their role in a registered group.
- 3) Help volunteer groups explain to their members how a registered group works and how being registered can help.



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Many groups struggle with the idea of being a registered group. It seems larger communities are more likely to have more registered groups.

Should we register or not?

Here are some possible advantages.

If we register our group we may:

- ✓ Open up more ways to raise money.
- ✓ Get tax benefits such as pay less GST.
- ✓ Be able to buy insurance for volunteers and staff.
- ✓ Keep more control over our own decisions.
- ✓ Be able to buy or rent our own place and equipment.
- ✓ Be more accountable to the people in our community.

Here are some possible disadvantages.

If we register our group we may:

- ✓ Spend more time on reports and other paperwork.
- ✓ Lose some volunteers who don't want to register or are uncomfortable with the formal structure.
- ✓ Need to spend more time and attention to learn and administer the rules or laws.
- ✓ Bring in a structure many northern communities don't know and that may not fit too well.
- ✓ Make it more difficult to end our group if we want to.



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In Nunavut and the Northwest Territories, groups register as a non-profit society under the territorial Societies Act. Registered groups describe their purpose, membership, leaders, and other rules with a constitution and bylaws.

Both territorial governments have a sample constitution and bylaws groups can use as a guide.

What does a group need to do to register? (2 pages)

A volunteer group must write a constitution and bylaws to register as a non-profit society. All founding group members must agree. Each registered group elects board members to govern and lead their group.

What's in the constitution?

- ✓ The name of the society.
- ✓ The mission or purpose of the society.
- ✓ The objectives or goals.
- ✓ The community or region where the group will do its work.

What's in the bylaws?

- ✓ **Membership:** Who can be a member? What fees do members pay, if any? What are the terms of membership? What rights and responsibilities do members have? How do members cancel their membership?
- ✓ **Meetings:** What meetings must the group have? How and when do members find out about them? Who should attend? What is the purpose of the meetings?



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What does a group need to do to register? (2 pages)

Volunteer groups usually have an annual general meeting (AGM), special general meetings, board meetings, and executive meetings. Members elect new board members, vote to change the bylaws, and look at financial statements at the AGM.

- ✓ **Board of directors:** How many board members? What positions? How and when to elect new members? What overall rights and responsibilities do they have? How to fill a vacancy? How to resign or remove a board member?
- ✓ **Duties of board members:** What is each board member responsible for?
- ✓ **Staff:** What staff may the group have? How do they report to the board?
- ✓ **Committees:** What committees can the group set up? How and when do committees report to the board? Who can be a member of the committees?
- ✓ **Voting:** How do members vote to make decisions? Who can vote and when? What methods do they use?
- ✓ **Finances:** When does the fiscal year begin and end? Who can sign cheques and other documents? Who can spend money and how much? How do we report finances, including audits? Who can borrow money and how?
- ✓ **Changes to bylaws:** How and when can bylaws change?
- ✓ **Corporate seal:** What stamp or seal do we use?
- ✓ **Dissolve the group:** How do we end the group and get rid of assets, including money? What to do with our records?



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What do board members do?

Board members govern the group. They are responsible to guide and support the group to achieve its purpose. They oversee everything about the group.

The 2000 National Survey on Giving, Volunteering, and Participating found that 41% of Canadian volunteers serve on boards and committees.

“Many board members collect an honorarium. This may be where the misunderstanding of who is a volunteer begins.”

Carol Tootoo, Iqaluit, Nunavut (Nunavut consultations)

Board members make a big commitment. A group’s reputation and success depends a lot on its leaders. Good board members help a group be more effective.

What are the main skills good board members need and use?

- ✓ Believe in and be a champion of the group’s vision.
- ✓ Prepare for and attend meetings.
- ✓ Work on committees or take on special tasks such as look for volunteers or help raise money.



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- ✓ Work as part of a team, include other members, and help everyone feel they are part of the group.
- ✓ Respect and support different ideas and members of their group.
- ✓ Communicate openly and honestly with each other and any staff and volunteers they work with.
- ✓ Always look for ways to help out and make life better.
- ✓ Do the work they say they'll do and finish what they start.
- ✓ Speak in public for the group.
- ✓ Recognize and respect the cultures and people they work with.
- ✓ Inspire others to excellence.

A volunteer group may look for new people when it's time to elect board members. And the group may use a list like the one above to figure out what skills their group needs most.

Boards often have these positions:

- 1) Chairperson or president.
- 2) Vice-chair or vice-president.
- 3) Secretary.
- 4) Treasurer.
- 5) Members at large or general board members.

The people in the first four jobs often form an executive committee. Many groups use a job description for each board member. Pages 12 and 13 have a sample job description.



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Job description Chair of Caribouville Healing Society (2 pages)

Board members are responsible to govern the Healing Society.

All board members must:

- 1) Believe in the Healing Society's work.
- 2) Be willing to serve on committees.
- 3) Attend all board, special, and committee meetings.
- 4) Support our special events.
- 5) Participate in fundraising events.

The Healing Society has eight board members: chair, secretary, treasurer, and five members at large. Each member serves two years. We elect half the members at each Annual General Meeting.

General duties – all board members

- 1) Manage our business and property according to our goals and bylaws.
- 2) Approve and watch over the annual budget. Make sure our group is financially secure and accountable.
- 3) Make sure our group keeps all financial and other records we need to by law.
- 4) Hire, evaluate, and/or fire the Executive Director. Decide their salary, benefits, and responsibilities.
- 5) Work with other board members to discuss and decide policy, finances, long-term plans, staff and volunteers, and advocacy.



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Job description Chair of Caribouville Healing Society (2 pages)

The chair's duties are to:

- 1) Chair all meetings and the Executive Committee.
- 2) Participate on all committees.
- 3) Have signing authority.
- 4) Act as official spokesperson and representative.
- 5) Prepare meeting agendas with input from board and staff.
- 6) Make sure board members and staff respect policies.
- 7) Keep the board on topic and focused on our mission.
- 8) Appoint a committee chair when necessary.
- 9) Promote our mission in the community and in the media.
- 10) Prepare a report for the Annual General Meeting.
- 11) Make sure board members understand their role is to govern, and that staff and volunteers carry out programs.
- 12) Work closely with the Executive Director. Support and participate in their evaluation.
- 13) Provide leadership to board members. Help to develop and maintain good relations among board members, staff, volunteers, and the community.

The chair will review their job description once a year. The board will discuss, and accept or reject any changes they suggest.



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What responsibilities do board members have?

Overall, a board has five main responsibilities. Some board members may take most of the responsibility for some jobs. For example, the treasurer usually looks after financial things. But all board members help oversee these responsibilities.

1) Administration

Board members set up the group and keep it going. They look after:

- ✓ **Bylaws:** They make sure the group follows their bylaws and keeps them up to date. They regularly review the bylaws to make sure they fit the group.
- ✓ **Contracts:** They look after any contracts the group signs. They make sure the group follows the terms of the contract.
- ✓ **Insurance:** They make sure the group has the right kind of insurance and enough insurance.
- ✓ **Policies and procedures:** They develop policies and procedures, regularly review them, and make sure they work well for the group.

2) Finances

Board members make sure the group has enough money to carry out its activities. They may lead fundraising activities, or at least take part in them.

Board members oversee and may do the financial accounts. They make sure the group keeps proper records, develops an accurate budget, and gives an annual financial report.



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3) Planning and evaluation

Board members play a lead role in planning. They form the group's vision and purpose. They may set long- and short-term goals and objectives.

Board members regularly review the purpose and activities. They often ask staff, if they have them, to help with planning.

An outline of the planning process

- 1) State the overall purpose of the group. Describe what the group will do to achieve its purpose.
- 2) Assess the environment. Define the things that help the group achieve its purpose, and the things that may create a problem
- 3) Assess the group's resources, its strengths and weaknesses. Build on the strengths to achieve the purpose.
- 4) Describe the most important activities the group will do.
- 5) Set out the details for what, how, where, when, and who can carry out the activities.
- 6) Monitor and keep track of how well activities work. Change things if needed. Evaluate or measure what happened to find out if the activity was successful.



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4) Community relations

Board members make sure the group communicates with and responds to the needs of its members and the community.

They encourage people to support the group and its work. They represent and speak for the group in any community discussions and decisions.

5) Staff and volunteers

Board members oversee working conditions for their staff and volunteers. If they have a senior staff person such as an executive director, they work closely with this person.

“My job is made easy because of our executive director and her dedication, hard work, and commitment to literacy. ... I’ve learned a lot about literacy and these things have changed my life.”

Katherine Peterson, President, NWT Literacy Council
(Peter Gzowski Invitational Golf Tournament for Literacy, 2004)



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How do we find good board members?

Volunteers and volunteer groups need leaders they can trust.

“People seem to think sitting on boards looks good on their resume, shows that they are interested in the community but, beware, there’s more to it than that. First of all figure out what skills you bring to the table. ... Board members work hard. Not only are they the decision makers ... You may have to head up a fundraising or an advertising campaign and it’s a lot of hard work.”

Marty Brown, Yellowknife, NWT
(News/North NWT - April 5, 2004)

The best way to find good board members is to actively look for them.

- ✓ Look for people others respect and go to for help.
- ✓ Look for people who have a good reputation in the community for leadership.
- ✓ Tell potential leaders they’re part of a team. Other leaders will help and support them.
- ✓ Follow the best practices to recruit and coordinate volunteers. Look for these in **Book 3: Recruit volunteers** and **Book 4: Coordinate volunteers** of this series.
- ✓ Look for people who can speak for those the group serves.
- ✓ Look for people with fresh ideas.
- ✓ Look for people who can broaden community support for the group and its work.



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Give potential board members good information about the group. Tell them what the group expects from their leaders. Find out what skills they have and if the group offers the kind of experience they want.

“People want to know exactly what is expected of them. They want to trust the person who is leading them. It can be a vulnerable position.”

Yoanne Ewald, Inuvik, NWT (Inuvik workshop)

An information package for potential board members could include:

- ✓ General facts about the group. The purpose, history, leadership, structure, members, activities and target groups, funding, and bylaws.
- ✓ Annual reports that highlight the group’s work and finances.
- ✓ Long-term or strategic plans and proposals.
- ✓ Job descriptions for board members.
- ✓ A code of conduct and/or conflict of interest code. Pages 30, 31, and 32 have samples of these.
- ✓ Job descriptions for key staff and volunteers.
- ✓ Brochures and newspaper articles about the group.
- ✓ A list of the benefits of being a board member for the group. Page 19 has a sample.



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Benefits of leading the Caribouville Healing Society

Feel good: Help people heal from pain, trauma, and addictions. Support people and help them regain their health and well-being.

Give something back: Help a group that does so much good in your community. Our work touches every family.

Make a difference: Help people make positive change and improve their lives.

Improve or learn new skills: Be part of our creative programs. Learn from our skilled professionals. Practice leadership skills.

Work with others, have fun: Meet, work with, and enjoy some really good people.

Put good ideas and values to work: Join with other people who work to welcome diversity and want to include others.

The information package could be part of a board manual or orientation. The orientation introduces new leaders to the group.

The group's chair or president usually orients new board members. Other leaders, long-term volunteers, and staff may help.

Page 20 has a sample checklist to orient new board members.



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Checklist to orient new board members

- Discuss how values and beliefs link the new board members and the group.
- Discuss the group's purpose and how they fulfill this purpose.
- Review the group's constitution and bylaws, job descriptions, codes of conduct, policies, and other documents that affect how the group works.
- Give each new leader a copy of the group's important documents.
- Review minutes from past meetings. Ask new leaders to make a note of any questions before their first board meeting.
- Discuss the new leader's roles and responsibilities, and how they should carry them out.
- Show new leaders the group's facilities and activities. Introduce them to staff and volunteers.
- Discuss what new leaders hope to contribute to the group's work.
- Answer questions.



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How do volunteer leaders make decisions?

Volunteer leaders decide many things, big and small. They make regular decisions such as how to carry out an annual fundraising activity. They make one-time decisions, such as whether or not to start a new project.

They must make some decisions quickly. They may have lots of time for other decisions.

Seven steps to good decisions

- 1) Make sure all members are involved.
- 2) Get to the real issue and get the facts.
- 3) Look at several possible options. Decide how to choose the best one.
- 4) Choose an option that is likely to work. Write it down so people can see what they agreed to.
- 5) Create an action plan that will work for the group.
- 6) Carry out the action plan.
- 7) Evaluate the decision. Find out what worked and what didn't.



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Leaders use meetings to make decisions.

Volunteer groups use meetings to talk things over and to make decisions. Meetings may involve any or all of these people:

- ✓ Board members.
- ✓ Group members.
- ✓ Volunteers.
- ✓ Staff.
- ✓ General public.
- ✓ Leaders.
- ✓ Government.
- ✓ Business.
- ✓ Other volunteer groups.

Have a meeting that works

- 1) Send everyone the agenda before the meeting. Ask if people agree with the agenda or if they want to add or remove things. Page 24 has a sample agenda.
- 2) Start on time and end on time. This may help people show up on time and to not waste time during the meeting.
- 3) Take a break if the meeting is two hours or longer.
- 4) Encourage people to come prepared to participate.
- 5) Ask a skilled person to chair the meeting.
- 6) Have some food and drinks, especially if people come directly from work or it's a longer meeting.
- 7) Take minutes during the meeting and send them out to everyone right away. This reminds people to do what they said they would do.



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Poor meetings may:

- ✓ Waste volunteers' time.
- ✓ Cause people to be frustrated, angry, and discouraged.
- ✓ Make the group less effective.
- ✓ Result in no decisions or action.

"It's 1:30 pm and I was supposed to be back at work at 1:00. And our committee still hasn't decided how we are going to pay for 15 minor hockey players to go down south for a tournament."

Caribouville volunteer



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Agenda – Caribouville Interagency Committee Meeting

Date: June 3, 2004

Time: 2:00 to 4:00 pm.

Place: Caribouville Youth Centre

Chair: George

- 1) Call to order. Opening comments. Opening prayer. 2:00 pm
- 2) Approve agenda. 2:05 pm
- 3) Approve minutes of last meeting, May 5th. 2:10 pm
- 4) Business from May 5th meeting. 2:15 pm
- 5) Member reports and updates. 2:20 pm
- 6) Outcomes of youth and elders project. 3:00 pm
- 7) Talk about ways to work together. 3:30 pm
- 8) Items for next meeting's agenda. 3:50 pm
- 9) Time, date, place, chair for next meeting. 3:55 pm
- 10) End meeting. 4:00 pm



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An example of decision-making: insurance.

Insurance is an important example of leadership and decision-making. Many groups must have insurance to do their work.

Insurance protects the volunteer group. In Canada, board members can be held responsible if something goes wrong. Insurance helps protect staff, volunteers, and any people the group helps.

Volunteer groups sometimes don't control things that affect their decisions. For example, groups don't control two main factors about insurance that may affect their decisions:

- 1) Insurance costs a lot of money.
- 2) Many insurance companies won't sell insurance to groups who work with vulnerable people.

Caribouville Big Buddies folds – no insurance

Big Buddies brings adults together with children who need a 'big buddy'. This work often involves people who are vulnerable and at-risk. Caribouville Big Buddies needs insurance.

But they can't afford to pay for insurance when the costs go up. And they couldn't find anyone to give them insurance they could afford.

The volunteer leaders decided they must disband their group. And that was the end of Big Buddies in Caribouville.



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To help make decisions, leaders may **gather information about their group**. For the example about insurance they might ask:

- ✓ What do we need insurance for?
- ✓ What are our policies to hire and supervise staff and volunteers?
- ✓ What are our insurance policies? Do we have enough coverage and the right kind of coverage?
- ✓ How much money do we spend on insurance?

To help make decisions, leaders may also **gather other information**. For the example about insurance they may:

- ✓ Ask insurance companies lots of questions. Write down the answers. Make sure all leaders understand what coverage the group has and doesn't have.
- ✓ Get together and talk about insurance. National volunteer groups such as Volunteer Canada have good information. Volunteer Canada offers a directors and officers' liability insurance program for small volunteer groups.
www.volunteer.ca/volcan/eng/content/board/program.php
- ✓ Bring insurance issues to the Insurance Bureau of Canada. Challenge the Bureau to work with volunteer groups to find solutions. www.ibc.ca
- ✓ Shop around. Find out where to get the best rates. Find out if a number of volunteer groups can get a better deal if they buy insurance together.



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An example of decision-making: work together.

Another good example of how leaders make decisions is when, how, and if groups decide to work together.

Decide to work together – powerful and challenging

Our group wants to build a family resource center. Our vision for the centre is to promote healthy and active living. We want to bring together all the programs and services for the mind, body, heart, and soul. Many groups in our community offer these programs and services. We want to form an umbrella board to oversee the centre.

We believe that people, families, and the community all benefit when programs work together. We also believe our single pots of money are more effective if we work together.

But some groups and leaders aren't keen about this. We know we have lots of work to do. We need community ownership and commitment to the idea. And we need buy-in from the leaders.

But first our group needs to decide if we have the people, skills, time, and resources to bring people together and develop the idea. We need to decide how important this project is. Or do we need our resources more for other things.



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To help make decisions, leaders often look at **how their group can benefit**. For example, when groups work together they can:

- ✓ Reflect traditional values, and share and help each other.
- ✓ Find strength in numbers.
- ✓ Bring more resources together to help with a problem.
- ✓ Bring different experiences and skills together.
- ✓ Use resources more effectively.
- ✓ Respond faster to a problem or need.
- ✓ Lobby government and business more effectively for things they need.
- ✓ Put their resources together to do things one group alone could never do.

Volunteer leaders usually **consider many issues** when they make decisions. For example, if we decide to work with other groups:

- ✓ Will it be easier or more difficult to serve our members properly?
- ✓ Will it be easier or more difficult to fulfill our roles and responsibilities?
- ✓ Will our group's purpose and activities get lost in the purpose and activities of others, or be enhanced?
- ✓ Will we lose or add to our independence?
- ✓ Will we lose or gain power and status in the community?



Resources to increase and support volunteers



To reach good decisions, leaders need to consider what time, skills, people, and resources their group has. And how the group most wants to use them.

For example, when groups decide to work together they need to make a commitment and have the time and resources to build strong relationships.

Many volunteer groups have few resources. Or the resources they have might not last very long. This is one reason many groups may talk about working together, but few actually do it.

When leaders make decisions, they plan how to carry out the decisions. For example, to be able to work together we will:

- ✓ Find our common interests.
- ✓ Understand each group's strengths and weaknesses.
- ✓ Know what each group brings to the table.
- ✓ Be willing to give up turf and share for the common good.
- ✓ Talk about and agree on ways we can work together.
- ✓ Monitor success.
- ✓ Build strong relationships.

"A commitment from key people to work together is important ... as is getting people of all ages and from all parts of the community to buy in and know the benefits."

Tausia Lal, Fort Resolution, NWT (Fort Resolution workshop)



Resources to increase and support volunteers



Sample leaders code of conduct.

Leaders Code of Conduct – Caribouville Healing Society

We want to help our members and our community to feel confident that the Healing Society's leaders are ethical and honest.

Our leaders will use their authority and act properly. To do this they must:

- 1) Be loyal to our membership and put the Society's interests first, before their own interests.
- 2) Not use their position for their personal interests.
- 3) Be hard working, reasonable, careful, and act in good faith for the Society's best interests.
- 4) Obey the Society's bylaws and all our policies. These include our code of ethical fundraising and our conflict of interest code.
- 5) Use fair play, ethics, and clear communications in all matters and with all people connected with the Society.

Leader's signature

Date

Witness' signature



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Sample conflict of interest code.

Leaders Conflict of Interest Code Caribouville Healing Society (2 pages)

This code applies to all leaders, partners, volunteers, contractors, and staff. It applies to any and all activities of the Society.

The purpose of the code is to make sure people don't personally benefit from their involvement with the Society.

Principles:

- ✓ I will disclose any personal interest I have in a matter connected with the Society. And I will leave it to others to make decisions about that matter.
- ✓ I will not take advantage of or benefit from confidential information I see through my connection with the Society.
- ✓ I will not ask for or accept any gifts, except normal hospitality and other small gifts.
- ✓ I will write down the name of all groups where I act as a board member, committee member, or employee. I will leave it to others to make decisions about any of these groups.



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Leaders Conflict of Interest Code Caribouville Healing Society (2 pages)

- ✓ I will write down the name of any business I have an interest in. I will leave it to others to make decisions about any of these businesses.

- ✓ I will speak up when there is a possible conflict of interest so we can work out a solution.

I accept this code.

Signature

Print name

Date



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Canada Volunteerism Initiative

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Volunteer NWT and Volunteer Nunavut have all nine books in this series on their websites. Version française disponible.

Please contact Volunteer Nunavut for books in Inuktitut.



Nunavut Network
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Volunteer Nunavut



Réseau du Nunavut
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We acknowledge the financial support of the Government of Canada through the Department of Canadian Heritage. The opinions expressed in this publication do not necessarily reflect those of the Department of Canadian Heritage.

Nous reconnaissons l'appui financier du gouvernement du Canada par le biais du ministère du Patrimoine canadien. Les opinions exprimées dans cette publication ne reflètent pas forcément celles du ministère du Patrimoine canadien.

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2004