



Document	<b>CSCC Council Volunteer Agreement</b>
Category	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Terms of Reference <input type="checkbox"/> Discussion Draft <input type="checkbox"/> Working Document <input type="checkbox"/> Legal/Organization
Dates	Last Updated: _____ Last Approved: _____ Schedule for Next Review: _____
Responsibility	<input type="checkbox"/> Education & Scientific Affairs <input type="checkbox"/> Professional Affairs <input type="checkbox"/> Public Outreach <input type="checkbox"/> Publications <input checked="" type="checkbox"/> General Council Affairs <input type="checkbox"/> Head Office <input type="checkbox"/> Executive Committee <input type="checkbox"/> Committee/SIG/Other: _____
History	



## CSCC VOLUNTEER AGREEMENT

The Canadian Society of Clinical Chemists acknowledges the significant contributions volunteers make in helping the Society to achieve its Objectives as outlined in the Letters Patent of the Society. These policies also acknowledge the responsibility of the Canadian Society of Clinical Chemists to provide the necessary support system to ensure that volunteers are able to make a lasting and constructive contribution to the Society. Similarly the Canadian Society of Clinical Chemists has certain expectations of its volunteers.

This agreement sets out the Society's commitment to volunteers (Part A) and the expectations the Society has of its volunteers (Part B).

### **A. Commitment of the CSCC to its volunteers**

1. Volunteers will be encouraged to offer input and opinions in those areas and / or committees in which they are functioning.
2. Volunteers will be treated with dignity and respect.
3. Volunteers may access all information relevant to and necessary for the satisfactory performance of their volunteer position.
4. Volunteers have the right to all appropriate written and verbal communications pertinent to their work for the Society, including items such as minutes, memoranda, and correspondence.

### **B. The Society's Expectations of Volunteers**

1. Be cognizant of and supportive of the CSCC's Charter Objectives.
2. Support the policies and follow the procedures of the Society. Work within the society to change areas where improvements are needed.
3. Honour the commitment made when starting service, to the best of one's ability. Make a sincere effort to perform activities to the best of one's ability.
4. Attend meetings.
5. Accept direction and provide leadership on Council, the Executive Committee, Society Divisions and Committees and as Representatives to other agencies.
6. Maintain confidentiality by not disclosing confidential information and by not using confidential information for one's own benefit.
7. Express opinions freely at Executive, Council, Division or Committee meetings. Respect the opinions of others. Express contrary opinions in a positive manner without attacking the integrity of others.
8. Accept and respect decisions arrived at through consensus or vote by the CSCC Executive, Council, Divisions or Committees.
9. Cooperate with other volunteers and with Head Office staff.
10. Learn new skills, be open to new ideas, and adapt to changing conditions.