

## MEMBERSHIP AGREEMENT

Organization Name: \_\_\_\_\_

Key Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive Director \_\_\_\_\_ Executive Director Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Charitable / Not-for-Profit Registration Number: \_\_\_\_\_

Membership Level: Full Member \$150.00  Associate Member \$50.00

<b>Recruitment and Referral Services:</b>	FULL	ASSOCIATE
Online posting of organizational volunteer opportunities	✓	
Online link to your organizations website	✓	✓
Access to advertising volunteer opportunities (first come, first served)	✓	
Invitation to participate in corporate / community / school – volunteer fairs (member discounts)	✓	✓
Connections to businesses that encourage employee volunteering	✓	
Connections to service learning – post-secondary students	✓	

<b>Training and Consultation</b>	FULL	ASSOCIATE
Orientation to the services of the Volunteer Action Centre – Including orientation manual	✓	✓
Workshops on topics related to volunteer management and board governance (member discounts)	✓	✓
Consultation in areas of volunteer management and board governance (some fee may apply)	✓	
Access to local statistics on volunteer recruitment searches	✓	
Inclusion in special events including National Volunteer Week / Volunteer Impact Award and more	✓	✓
Access to online Resource Library	✓	✓

<b>Community Support</b>	FULL	ASSOCIATE
Promotion of volunteerism through public displays and presentations	✓	✓
Connections Newsletter – sharing new research and resources	✓	✓
Participation in focus groups and research forums related to volunteer involvement	✓	✓

<b>Member Responsibilities:</b>	FULL	ASSOCIATE
Meet with the Volunteer Action Centre staff for orientation	✓	✓
Have a designated person (paid or unpaid) to supervise your volunteer program(s)	✓	✓
Follow best practices for volunteer management (12 Safe Steps – Canadian Volunteer Code)	✓	✓
Submit clear, concise, interesting volunteer position descriptions (list benefits to volunteers)	✓	
Contact referred volunteer even if placement will not be immediate	✓	
Keep online volunteer posting up to date – remove filled positions	✓	
Notify staff or update online any changes to contact information	✓	✓

All members are invited to participate in our Annual General Meeting

**Authorized Signature:** \_\_\_\_\_