



MEMBERSHIP

2018-2019

VOLUNTEER ACTION CENTRE

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United Way
Waterloo Region
Communities

MEMBERSHIP INVITATION

Volunteer Action Centre

volunteerkw.ca

Since 1984, the Volunteer Action Centre has served a membership of over 150 charitable and not-for-profit organizations in the Waterloo Region.

As a registered charity, we also engage volunteers to deliver our services, promote volunteerism, and ensure success for our member organizations.

MISSION is to build and develop community capacity for volunteerism by;

- engaging everyone so they see they can make a difference
- supporting the development of volunteer opportunities
- sharing information and resources
- reflecting back the difference that volunteers make
- building and maintaining valuable partnerships

VISION is of a community where everyone is inspired and equipped to make a difference.

VALUES are encouraging involvement, working collaboratively, learning and growth, inclusivity, and accountability. These are the foundation for our programs, services, and partnerships.

MEMBERSHIP BENEFITS

1. Recruitment and Referral
2. Training and Consultations (wwla.ca)
3. Community Building (affiliations and networks)

Annual Membership is \$200.

The membership year runs from April 1, 2018 until March 31, 2019.

Please complete Agreement on last page or if you are a current member— simply use the Member Portal to indicate renewal.

Membership Benefits

Recruitment and Referral

- **Post volunteer opportunities:** Member organizations are able to post and edit volunteer positions on volunteerkw.ca, Waterloo Region's hub for volunteer postings and resources. Links to your website, email, and applications are accessible via these online postings. Statistics are available on the number of views for each online position listing
- **Additional links:** Via this portal you may also share your positions with high school students (Hour Republic), post-secondary students (University of Waterloo) and SPARK Ontario.
- **Extra promotion:** Access to additional promotion of priority volunteer positions can be arranged over the year via our local print and radio media partners. Priority volunteer positions are listed on VAC's website and distributed to media, business and education-related contacts. These recruitment ads are also shared on our social media channels such as Facebook and Twitter.
- **Recruitment Ads:** Each member organization receives **4** advertising spaces with The Waterloo Region Record: **2** in the Wednesday edition in the You Can Help column, and **2** in The Record's online Community listings. Some positions may be featured on a weekly segment on CKWR 98.5 and monthly on Rogers Radio Group.
- **Presentations:** Organizations will be promoted to audiences that include students, new Canadians, business professionals, and other groups, as well as during one on one supported volunteering meetings.
- **Events & Networking:** Member organizations are welcome to participate in recruitment events such as volunteer fairs (organized by VAC or its partners)
- **Group volunteering:** Creating positions for groups is encouraged to provide extra exposure to businesses or corporations. Consideration to offer these types of volunteering experiences is recommended.
- **Youth Page:** Positions appropriate for youth (13 and up) are featured on volunteerkw.ca/youth, and promotional materials are distributed to both youth, educators, and other youth-engaging partners in print, digitally and at community outreach events.

Membership Benefits

Training and Consultation

- **Canadian Code for Volunteer Involvement:** It is our joint responsibility as charitable non-profit organizations to adhere to the best practices of volunteer management set out in the *Canadian Code for Volunteer Involvement* and continue to learn from local and provincial volunteer professionals associations. *You will be given access resource links under your member portal.*
- Members receive discounted rates to **professional development** workshops and learning events that cover topics on volunteer management and engagement, board governance and leadership, and organizational systems and wellness offered by the **Waterloo Wellington Learning Alliance (WWLA)**, a training and education partnership with the Volunteer Cambridge and the Volunteer Centre Guelph/Wellington
- Members can **request a workshop** or presentation from the WWLA for its staff and volunteers, and are also invited to consider delivering a learning event for the WWLA.
- VAC Member portal resources include:
 - *Volunteer Administration Foundations Guide—a starter guide.*
 - *Volunteer Readiness for newcomers.*
 - *Make Team Volunteering Your Business: Organization Guide*, for organizations that are developing employer-supported volunteering programs.
- **Good Practices Bank**, is a searchable database of volunteer management and engagement resources, sorted by category, populated with submissions from member organizations. Volunteer managers of member organizations are strongly encouraged to share their tools to expand the resources available, and to elevate our field collectively.
- **Professional networks:** The Volunteer Action Centre facilitates two networks including an Executive Directors network and a Volunteer Managers network. The networks meet periodically, and invitations to join the next meetings are sent via email.

Membership Benefits

Building Community

- The Centre staff actively participate in affiliations that drive activity to our website including educational institutions, businesses and broader municipal, regional and special interest groups like newcomers
- Member primary contacts receive the **Volunteer Manager newsletter**, a compilation of VAC's latest news, announcements, and upcoming professional development events.
- Weekly Updates: Members can submit information on their events, publications and news to be featured in the Volunteer Manager newsletter, as well as our Weekly Updates and Youth newsletter.
- Member organizations receive invitations to participate in **focus groups and forums** related to new services, studies, and trends in volunteer involvement and community engagement
- Via the **members only** area there is access to National Volunteer Week recognition resources (updated each April). A set of posters, certificates, cards, bookmarks and other volunteer recognition materials are created to support volunteer managers in their volunteer celebration activities.
- Member organizations are invited to submit nominations for the annual **Volunteer Impact Awards gala** (April), which recognize and celebrate the outstanding contributions to the community made by volunteers, local organizations and businesses.
- The **Change the World: Ontario Youth Volunteer Challenge**, facilitated locally by the Volunteer Action Centre, affords member organizations the opportunity to recognize their youth volunteers, and receive additional promotional support for youth-friendly volunteer positions
- Employment opportunities at member organizations are shared
- Member organizations' websites are published on www.volunteerkw.ca, and members are invited to submit brochures that may be displayed at the Volunteer Action Centre office for its clients and visitors.
- VAC facilitates the **Corporate Community Involvement Council**, a network of businesses that work with community organizations to strengthen their community involvement mandates and contributions.



MEMBERSHIP AGREEMENT

Membership year: January 1, 2018 to March 31, 2019

Organization Name: _____

Mailing Address: _____

City and Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Website: _____

Charitable/Not-for-Profit Registration #: _____

Volunteer Contact: _____

Email: _____

Executive Director: _____

Email: _____

As a member, I agree to:

- Follow best practices of volunteer management, including guidelines set out in the *Canadian Code for Volunteer Involvement*;
- Keep volunteer position postings current in plain language;
- Notify the Volunteer Action Centre of any contact information changes in my organization.
- Extend courtesy to prospective volunteers by contacting them in a timely and respectful manner, even if their placement will not be immediate;
- Refer prospective volunteers to the Volunteer Action Centre if a placement within my organization is not possible;
- Consult with VAC staff for service orientation if desired;

Authorized Signature: _____ Date: _____

Membership renewal is complete after the \$200 membership payment and the membership agreement are received. Receipts will be e-mailed.

Please return completed agreement form with payment to:

Volunteer Action Centre Attn: Dianne Boston-Nyp
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