

## **Friends of the Cuba Library, Inc.**

### **Volunteer Policy**

#### **I. Overall Policy on the Utilization of Volunteers**

Volunteers are essential to the operation, management, and purposes of Friends of the Cuba Library, Inc. Therefore, Friends invites the active participation of its members and the citizens of the community to serve as volunteers, to assist Friends in achieving its purposes, to support the library, and to, thereby, provide a valuable service to the community.

#### **II. Purpose of Volunteer Policies**

The purpose of these policies is to provide overall guidance in the involvement and management of volunteers. These policies do not constitute, either implicitly or explicitly, a binding contract or personnel agreement. Friends reserves the right to change any of these policies at any time and to expect adherence to the changed policy. Areas not specifically covered by these policies shall be determined by the Executive Committee of Friends of the Cuba Library, Inc.

#### **III. Definition of Volunteer**

A volunteer is a person who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of Friends of the Cuba Library, Inc. A volunteer must be officially accepted by Friends prior to performance of the task. Volunteers shall not be considered as employees of Friends.

#### **IV. Recruitment and Screening**

Volunteers serve in a variety of capacities including, but not limited to, as elected officers, board of director members, committee chairs, and committee members, and book and bake sale sales clerks. These volunteer positions require varying degrees of responsibility. Due to the fiduciary responsibilities of elected officers, board of director members, and committee chairs, individuals interested in serving in those positions shall be requested to submit the information necessary for a background check, prior to nomination, appointment, or acceptance.

Background check information will be submitted to the Cuba Village Police Department and to:

Justice Criminal Services, c/o Sexual Offenders Registry, 4 Tower Place,  
Albany, NY 12203-3764, by mail, or faxed to 518-485-5805,

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or by online submission, or online check by the President of the Board of Directors of Friends and verified by the Recording Secretary.

Refusal to submit to a background check shall preclude the individual from serving in a volunteer position. All personal volunteer information is collected for internal purposes only and shall be kept confidential. Where required and upon successful completion of the background check, an individual shall be notified of their volunteer status.

For those volunteers who hold fiduciary responsibilities, background check information will be resubmitted to the Cuba Village Police once every five years.

A NYS Sexual Offenders Registry check shall be conducted each year, between January 1 and March 31, for all elected officers, members of the Board of Directors, and committee chairs.

Student members and youth under the age of 18 who serve in a volunteer capacity shall be accompanied by a parent or guardian, or shall provide a written letter of permission to participate prior to volunteering.

#### **V. Volunteer Responsibilities**

Volunteers must act in accordance with the policies of Friends of the Cuba Library, Inc. and the policies of the Cuba Circulating Library Association.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they may be exposed while serving as a volunteer.

#### **VI. Service at the Discretion of Friends of the Cuba Library, Inc.**

Friends of the Cuba Library, Inc. accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Friends. Volunteers agree that Friends of the Cuba Library, Inc. may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Friends. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the Friends.

Adapted from: [Nonprofitnetwork.org](https://www.nonprofitnetwork.org) Volunteer Policy and Cuba Circulating Library Volunteer Policy