



OKOTOKS AGRICULTURAL SOCIETY

VOLUNTEER POLICY

Defining Volunteerism at the OAS

The OAS operates primarily as a volunteer based organization. The Board of Directors is elected from the membership, and all positions are volunteer based. Committees of the Board have a variety of tasks, including grounds, programming, special events and policy/procedure development. In addition, activities under the OAS umbrella, such as OAS Team Penning, require volunteers for a variety of duties on days when penning occurs. OAS staff performs various administrative functions as well as perform general maintenance at the OAS facilities.

It is essential that the many activities at the OAS are supported by a network of volunteers beyond that of the 12 members of the Board. Volunteering by the membership helps keep the activities and facilities at the OAS operating so that all may enjoy the facilities. As well, volunteer help will keep our operating costs down and maintain an affordable fee structure.

Volunteer Fee

The OAS will collect a "Volunteer Fee" from all Members. This fee will be collected at the time of application or renewal, and will be in addition to the membership fee. The purpose of this fee is to offset the cost of programs, particularly labour but not exclusively, in the absence of volunteers.

This fee will be accounted for and tracked separately from all other revenue sources.

The mechanics of this fee are simple. A post dated cheque will be taken at the time of membership, in the specified amount. The cheque must be dated for no later than one month prior to the OAS year end (currently September 30). The member has two options:

- 1) Perform the specified number of volunteer hours. Upon completion, the post dated cheque will be returned to the Member.
- 2) Inform the OAS that no volunteer hours will be performed, in which case the cheque will be written at the time of membership for the specified volunteer amount

In any case, where the volunteer fee cheque is not honoured by a financial institution, then membership will be suspended until the deficiency is corrected.

Volunteer Tracking

In order to assist members in performing volunteer activities at the OAS, a volunteer tracking form and a list of opportunities will be provided to the membership. The form will be completed by the volunteer, and must be authorized by the appropriate Board member. Successful completion of the volunteer hours required, will result in the return of the volunteer's fee.

The OAS will ensure that volunteer opportunities are published on the website, and posted at the OAS, including the type of work available, as well as time commitments that may be required.

Volunteer Fee and Time Requirements

<u>Membership</u>	<u>Fee</u>	<u>Time Requirements</u>
Family	\$125.00	10 collective hours
Single	\$62.50	5 hours
Senior/Student	\$37.50	5 hours