

This sample policy is designed for non-profits that wish to utilize board members as volunteers in non-governance, program, or other operational roles.

Board Member Volunteer Involvement

The effectiveness of the work of our Association (assoc name) depends on contributions by board members, staff and community volunteers. Volunteer efforts certainly greatly amplify our impact.

It is also important that board members understand and appreciate the day-to-day work of the organization.

Board members whose contribution is normally focused on governance, organizational stewardship and planning are usually welcome and encouraged to contribute at an operational level as direct service volunteers, unpaid office staff, fundraising and event helpers.

If a board member has subject matter expertise related to a core program or a specialized organizational need (e.g. IT) it is up to the Executive Director/CEO whether or not to accept such offers. Such work ought usually to be in a non-managerial capacity.

Board members who volunteer outside of their board role are expected to take their direction from staff.

The board may decide in special circumstances to appoint one or more of its members to serve in operational support role as a volunteer during an absence of the executive director/CEO or another key staff position. Such temporary appointments should provide clarity regarding their reporting requirements. Otherwise, board member volunteer involvement in a non-board role will be reported to the board by the executive director/CEO for information and acknowledgment purposes.

If Board members who serve as operational volunteers have difficulty separating their governance and operational roles, they may be expected to (or want to consider) leaving the board or stepping away from a particular operational role.

(Approval Date)

Note: This sample policy may be freely used and adapted by non-profit organizations without attribution.