

**Editors' Association of Canada/Association canadienne des réviseurs  
Volunteer Policy**

**Effective date: December 2014; last revised November 2014**

**Policy purpose**

The purpose of this policy is to foster and support volunteer participation in the Editors' Association of Canada/Association canadienne des réviseurs.

**Policy statement**

Volunteers play a vital role in achieving the aims and objectives of the association, and are essential for the healthy functioning of the association. The Editors' Association of Canada (Editors Canada) supports volunteers and is committed to providing them with what they need to perform their roles effectively.

**Applicability**

This policy applies to all association members who volunteer for the association. That includes

- members who volunteer at the national, branch and twig levels of the association,
- members who serve on the national executive council, national committees, and branch and twig executives, and
- members doing a broad range of volunteer activities across the country.

Volunteer involvement is open only to members (as a benefit of membership). Exceptions to this are found in the *Volunteer Guidelines* document.

**Responsibility**

Volunteers are expected to

- commit to their volunteer assignments in good faith,
- perform their assignments in an effective and timely manner, and
- communicate respectfully and responsibly with other volunteers as needed.

The contributions of volunteers are regularly acknowledged by formal and informal recognition methods.

Volunteers are expected to seek guidance and feedback on their volunteer assignments, and are entitled to both.

Consequences for non-compliance with this policy can be found in the *Volunteer Guidelines* and Editors Canada's Bylaw No. 1 (2014), section 2.05 Discipline of Members.

**Contact information**

Enquiries about this policy should be directed to the national office of the Editors' Association of Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379

1-866-226-3348 (toll-free)

### **Authority**

This policy is issued under the authority of the members of the Editors' Association of Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

This policy will be reviewed every five years.

### **References**

The guidelines for implementing this policy appear in the *Volunteer Guidelines*.