

## OCTEVAW Volunteers

### About OCTEVAW

The Ottawa Coalition to End Violence Against Women (OCTEVAW) is a non-profit, non-partisan coalition of organizations and individuals in the City of Ottawa and surrounding regions. Our members and partners include women abuse and rape crisis agencies; victim services; child protection services; representatives of area hospitals; representatives of the justice system, including the police, the Crown, and probation and parole services; health and counselling services; academic researchers; and other concerned community members.

OCTEVAW plays a vital coordinating role in addressing violence against women and their children (VAW) and gender-based violence (GBV). We do so by bridging the gaps between front-line service providers, policy makers, and the justice system, working collaboratively to address problems, developing tools and educational programs and serving the community through political action and advocacy. We focus our efforts in three key areas:

- Prevention of violence against women and gender-based violence —engaging with individuals and public institutions across the community to share best practices, and support community-wide prevention efforts.
- Public education and movement building—challenging the cultural norms that perpetuate VAW and GBV and isolate survivors;
- Amplifying front-line voices—giving voice to those who work with survivors of violence to ensure that their expertise informs public policy and contributes to legislative reform.

### The Purpose of the Board

Directors are responsible for representing the interests of the organization. When directing the affairs of an organization, the board must act within the law. As a *trustee*, a board member must follow three basic principles:

- ✓ **Diligence.** Act reasonably and in good faith. Consider the best interest of the organization and its members.
- ✓ **Loyalty.** Place the interest of the organization first. Don't use your position to further your personal interests.
- ✓ **Obedience.** Act within the scope of the law. Follow the rules and regulations that apply to the organization.

### The Purpose of Sub- Committee Volunteers

The purpose of sub-committee volunteers is to support the Director in implementing that portfolio's action plan to meet overall strategic plan objectives. By becoming involved at the sub-committee level, volunteers will support OCTEVAW in fulfilling its mandates in a more effective and timely manner. As well, volunteers will have the opportunity to give back to this community and if willing, move into a Board position in the future as part of OCTEVAW's overall succession planning.

### How Sub-Committees Work

Once you are sitting as a sub-committee member, the Director of that portfolio can hold monthly meetings to task volunteers with projects as they pertain to their action plan.

### **What Does a Volunteer Do?**

- Attends monthly meetings/teleconferences.
- Supports the Director in implementing their action plan.
- Represents OCTEVAW at certain events.
- Look to the specific Board of Director job description

### **How to Sign Up**

Complete the application form. You will be contacted by OCTEVAW's Director, Volunteer Management or delegate to discuss your interests and assign you to a sub-committee as identified in your application. To become a volunteer, individuals must be able to work within a feminist, anti-racist and anti-oppressive framework.

### **Interested?**

Contact OCTEVAW at 613-237-1000 or email [ed@octevaw-cocvff.ca](mailto:ed@octevaw-cocvff.ca)

## OCTEVAW CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, in consideration of The Ottawa Coalition to End Violence Against Women agreeing to engage you as a volunteer (the “**Engagement**”) and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), agree as follows:

1. I understand that during the course of my duties with OCTEVAW I will gain knowledge of, or have access to, information relating to the business and affairs of OCTEVAW, its clients and third parties who may from time-to-time have dealings with OCTEVAW and its clients (such information herein collectively, “**Information**”). The Information, regardless of the form in which it is recorded, transmitted, observed or expressed, or to which it may be converted or transcribed, shall include, without limitation, written and electronically stored or accessible information and data, and includes the name and identity of all such clients and third parties.
2. I acknowledge that all Information is strictly confidential and I agree that I shall not reveal to any person or entity, or use any Information at any time, except as expressly directed by OCTEVAW or as may be required by law.
3. I acknowledge and agree that my obligation of confidentiality under paragraph 2 is of indefinite duration and that I will never disclose any Information to any person or entity, except as expressly directed by OCTEVAW or as may be required by law.
4. I undertake and agree that no Information will be distributed, altered, copied, interfered with or destroyed, except in accordance with the instructions of OCTEVAW.
5. I agree to use extreme caution with, and take all steps to safeguard, the confidentiality of any part of the Information that may come into my possession at any time or in any place, and in particular when using any type of electronic device or when performing my duties outside the office of OCTEVAW

I understand and agree that compliance with this agreement is a condition of my volunteering with OCTEVAW and that failure to comply strictly with each term of this agreement may result in the termination without notice of my volunteer duties with OCTEVAW.

**Signature (of volunteer):**

**Print Name (of volunteer):**

**Date:**

**Witness (Executive Director or Designate):**

## **OCTEVAW Conflict of Interest Policy**

### **Purpose**

The purpose of this policy is to help board members of OCTEVAW to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of OCTEVAW and manage risk.

### **Objective**

The OCTEVAW board, committee of management or other governance structure as relevant (called the 'board' in this policy) aims to ensure that board members are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of OCTEVAW

### **Scope**

This policy applies to the board members of OCTEVAW and volunteers.

### **Definition of conflicts of interests**

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of OCTEVAW. Personal interests include direct interests as well as those of family, friends, or other organizations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a board member's duty to OCTEVAW and another duty that the board member has (for example, to another organization). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of OCTEVAW and must be managed accordingly.

### **Policy**

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to OCTEVAW if they are openly and effectively managed. It is the policy of OCTEVAW as well as a responsibility of the board, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to OCTEVAW.

OCTEVAW will manage conflicts of interest by requiring board members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

### **Responsibility of the board**

The board is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across OCTEVAW
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

OCTEVAW must ensure that its board members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard.

### **Identification and disclosure of conflicts of interest**

Once an actual, potential or perceived conflict of interest is identified, it must be entered into OCTEVAW's register of interests, as well as being raised with the board. Where all of the other board members share a conflict, the board should refer to governance standard 5 to ensure that proper disclosure occurs. The register of interests must be maintained by [person/role], and record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

### **Confidentiality of disclosures**

- Action required for management of conflicts of interest
- Conflicts of interest of board members

Once the conflict of interest has been appropriately disclosed, the board (excluding the board member disclosing and any other conflicted board member) must decide whether or not those conflicted board members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a board member from regularly participating in discussions, it may be worth the board considering whether it is appropriate for the person conflicted to resign from the board.

### **What should be considered when deciding what action to take**

- In deciding what approach to take, the board will consider whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- OCTEVAW's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, OCTEVAW.

The approval of any action requires the agreement of at least a majority of the board (excluding any conflicted board member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

### **Compliance with this policy**

If the board has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the board may take action against them. This may include seeking to terminate their relationship with OCTEVAW.

If a person suspects that a board member has failed to disclose a conflict of interest, they must bring it to the attention of the Chair and Executive Director. Should either of those people be suspected of non-disclosure the activity must be share with the Director, Human Resources.

**Signature (of volunteer):**

**Print Name (of volunteer):**

**Date:**

**Witness (Executive Director or Designate):**

## OCTEVAW Board and Sub-Committee Member- Rules of Engagement

In order to be a volunteer with OCTEVAW, it is critical for you to be aware of and respect the the mission, vision and values of OCTEVAW and the goals of our organization and its membership.

In signing this document, the volunteer agrees to:

1. Abide by OCTEVAW's mission, vision and values. <http://www.octevaw-cocvff.ca/about/about-us-and-our-mission-vision-and-values>
2. Be aware that you are representing yourself, and OCTEVAW when volunteering.
3. Adhere to all of OCTEVAW's organizational policies.
4. Abide by OCTEVAW's Conflict of Interest policy and inform the Executive Director if conflict arises.
5. Maintain confidentiality about your experiences except with fellow volunteers, the Board of Directors and the Executive Director of OCTEVAW.
6. Demonstrate sensitivity to and an understanding of the dynamics of gender-based violence against women, woman abuse, sexual violence and intimate partner violence.
7. Be accountable to the Director of that portfolio and the Executive Director of OCTEVAW.
8. Adhere to the guidelines as set out by OCTEVAW (Human Resources Policy, Finance Policy and Membership Policy and By-Laws)
9. Accept the ability of Executive Director of OCTEVAW to dismiss you as a volunteer should you fail to meet the expectations as set out by Director of that portfolio.
10. Be free of any real or perceived conflict of interest.

OCTEVAW volunteers cannot have a criminal record.

OCTEVAW Board Portfolios that are accepting volunteers to sit on their sub-committees are :

Finance  
Communications  
Special Projects

Human Resources  
Membership & Stakeholder Engagement

Revenue Generation  
Volunteer Management

**Signature:**

**Print Name:**

**Date:**

**Witness (Executive Director or designate):**

## OCTEVAW Volunteer Application

**Board Member:**

**Sub-Committee Member**

Last Name	First Name	Middle Name
Address		
Telephone Number		
Email		
Preferred Method of Contact		
Relevant Educational History		
Relevant Employment History		
Relevant Volunteer History		
<p>Portfolio of Interest (Please highlight or circle your preference(s):</p> <p>Finance</p> <p>Human Resources           (Policy maintenance; administration; human resource lead)</p> <p>Revenue Generation       (Sponsorship Programming, Fundraising, Grant Applications)</p> <p>Communications           (Social media, website, communication strategy)</p> <p>Membership &amp;</p> <p>Stakeholder Engagement (Engagement programming and incentives)</p> <p>Volunteer Management (Volunteer recruitment, retention, coordination)</p> <p>Special Projects            (As identified by the Board)</p>		
<p>Having identified which portfolio that you are interested in please identify why you would like to work with this team and what skill set you would bring to the team that will support our mission, vision and values.</p>		