

5.0 BOARD SELF GOVERNANCE**5.13 VOLUNTEER HOURS****INTENT:**

The Board recognizes the volunteer time spent on LICA business by Board and committee members is crucial to the achievement of the Vision and Mission. This time could be used as a “contribution in kind”, should LICA ever choose to apply for grants or direct government funding. In addition, volunteers may want to use their volunteer contribution/experience as credentials for their job search. This makes it necessary to track volunteer hours.

5.13.1 GUIDELINES:

5.13.1.1 Board and committee members are requested to track the hours they spend on LICA activities.

5.13.2 IMPLEMENTATION:

5.13.2.1 Volunteer activities include Board and committee meetings, open houses, informational sessions, trainings, or workshops, including travel time, and time spent on an individual basis (e.g. reading and research, drafting policy, individual advocacy on behalf of LICA).

5.13.2.2 The Administrator shall keep a cumulative file of volunteer hours for all Board and committee members.

5.13.2.3 Individuals are responsible for submitting their volunteer hours to the Administrator by December 1 of each year. The Board and committee expense form has a place to record volunteer hours.

5.13.2.4 Board, committee, and other volunteers who require detailed information on volunteer jobs held, including starting and ending dates, job duties, accomplishments, training received, and special awards or commendations, are expected to keep such logs for themselves. The Administrator will verify only the total number of hours submitted.

5.13.2.5 At the termination of the volunteer commitment or at the request of the volunteer, the Board Chair (or designate) may write a referral letter, to include the volunteer's job description and period of service.

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