

Volunteer Committee Members

POLICY:

To ensure the effective involvement of volunteers on board and staff committees, WCLT follows a standardized application, approval and orientation process for volunteer committee members. WCLT will:

1. **Actively recruit volunteer committee members** for committees open to non-board volunteers.
2. **Develop volunteer committee member job descriptions** that outline the duties, responsibilities, reporting relationship, time commitment, and the skills/expertise required.
3. **Develop an application process** to solicit, review, and match volunteer qualifications to committee positions.
4. **Develop a volunteer conflict of interest and confidentiality agreement** that is signed by each volunteer committee member, and is kept in the Personnel files.
5. **Provide an orientation and materials** to inform volunteer committee members of their role and responsibilities, and give an overview of the work of the Whidbey Camano Land Trust and the committee.
6. **Volunteer committee members will be recommended by the Committee Chair**, in consultation with the board committee members, and appointed by the Board President at a Board meeting or Executive Committee meeting.

Rev.1 Approved: January 2, 2006

President, Board of Directors