

Volunteer Guideline

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1 Introduction

1.1 Purpose of this Guide

The SES Volunteer Guideline is a reference for volunteers. The guideline will ensure that volunteers have the information they need in order to be productive and to ensure that

1.2 About the SES

The Saskatoon Engineering Society is a constituent society of APEGS. Every member of APEGS belongs to a designated society. The Saskatoon Engineering Society has a mandate to advance the engineering profession and related societies by assisting in information exchange between Society members and the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS) Council by acting as a local agent and focal point to promote matters pertaining to the education and awareness of the profession.

1.3 Membership

There are approximately 2300 members of the SES. The SES's Membership includes all Professional Engineers with mailing addresses in one of the following communities:

Aberdeen, Allan, Asquith, Biggar, Clavet, Colonsay, Dalmeny, Davidson, Delisle, Dundurn, Edenburg, Elstow, Grandora, Hanley, Hepburn, Humboldt, Kenaston, Kindersley, Langham, Lanigan, Martensville, Outlook, Osler, Rosetown, Rosthern, Saskatoon, Sovereign, St. Denis, Vanscoy, Vonda, Warman, and Watrous

1.4 SES Vision Statement

The engineering profession will be highly valued by the public and comprised of connected and competent professionals.

1.5 SES Mission Statement

As a constituent society of APEGS, we advance the engineering profession by providing activities and services that support member networking, professional development, and public engagement. To achieve this mission, the SES Executive will focus on the following priorities:

- Networking – Provide opportunities for members to interact and socialize.
- Professional Development – Provide continuing education and mentorship opportunities for members.
- Public Engagement – Foster understanding of contributions and recognition of the value of the engineering profession.
- Future Members – Provide future members with support and interaction with engineers and industry.
- Communication – Facilitate ongoing and two-way communication with members to ensure member awareness, participation and satisfaction.

1.6 The History of the SES

The SES has represented engineers in the Saskatoon region since the 1970s. The SES has served our members and the students at the University of Saskatchewan's College of Engineering. Some of the events and services which have been supported by the SES are: monthly mixers, Industry

Celebrating Excellence, engineering week, noon hour technical presentations, winter holiday mixers and golf tournaments.

1.7 The SES Today

The SES Executive has determined that we can do better. We want more of our members to be aware of SES' existence and the activities and services provided. We want to ensure that the activities and services meet more of the needs of the membership and are of high quality to increase participation, and satisfaction. We want to ensure that the public recognizes the value of the engineering profession. In our pursuit of improvements, the SES underwent a strategic planning process in 2015.

1.8 Strategic Plan

The Executive of the Saskatoon Engineering Society has developed a strategic plan for the period 2015 to 2020 that provides focus, direction, and strategies that will move SES from where we are now to where we want to be. The plan was developed in consideration of input from our members as well as input from our other key stakeholders (i.e. APEGS, Saskatoon Engineering Students' Society (SESS)). More details of the Strategic Plan can be found on our website at:

<http://saskatoonengineers.com/ses-drupal/sites/default/files/files/SES%20Strategic%20Plan%20Final%202015.pdf>

2 Foundational Principles

2.1 Code of Ethics

As engineers, we are committed the Code of Ethics outlined by APEGS. Items from this code of ethics which are particularly applicable to the SES are:

- Hold paramount the safety, health and welfare of the public and promote health and safety within our organization;
- Act as faithful agents of the SES;
- Maintain our level of competence, strive to advance the body of knowledge within which we practice and provide opportunities for the above to our members;
- Conduct ourselves with fairness, courtesy and good faith towards our colleagues and members;

2.2 Guiding Principles

Our guiding principles are:

- To conduct ourselves ethically and as per the code of ethics defined by APEGS;
- To hold to best interest of our members;
- To represent the profession within the Saskatoon area;
- To support the students engaged in, or entering, engineering education;
- To promote continuing education for members.

2.3 Practical Guidelines

Volunteers for the SES shall conduct themselves as they would for an employer. They shall engage in productive communication; acknowledge and consider the opinions and suggestions of others; to follow through on their commitments to the society and to notify the society as soon as possible if they are not able to; and to consider the SES Strategic Plan when voting on decisions for the SES.

2.4 Service Excellence

The SES is committed to continually improving their services to their members and promoting the profession within our community. The SES is devoted to seeking out constructive feedback regarding ways to improve the society and engaging volunteers dedicated to improving the activities of the SES.

Volunteers of the SES are expected to be loyal agents of the SES; to share feedback regarding services to the society; to promote the society to fellow engineers; and to consider ways that we can do better as a society.

3 SES Structure and Profile

3.1 Officers

The officers of the SES consist of the President, Vice-President, Secretary, and Treasurer.

3.2 Appointed Representatives

Representatives are appointed to the SES from the following organizations: University of Saskatchewan College of Engineering, Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), and the Saskatoon Engineering Students' Society (SESS).

3.3 Executive Committee

The SES is managed by an Executive Committee consisting of the SES Officers, appointed representatives, and not less than four (4) others elected by members of the SES. The executive meetings monthly and executive members are expected to participate in SES sub-committees as well.

3.4 Governance

The SES is governed by their Bylaws. The Bylaws are updated as required at the society's annual general meetings. The most recent copy of the Bylaws of the SES can be found on the following website:

<http://saskatoonengineers.com/ses-drupal/content/historygovernance>

4 SES General Volunteer Guidelines

4.1 Definition of Volunteer

A volunteer is a person who donates his time or efforts for the benefit of an organization (or a society) without being paid. Volunteerism is the foundation for the growth and sustainability of

any community. A volunteer organization could not often succeed without relying on dedicated volunteers.

4.2 Role of Volunteers

Volunteering is about building relationships. It creates opportunities for non-profit organizations to accomplish their goals by engaging and involving volunteers, and it allows volunteers an opportunity to engage with and contribute to building relationships and networks.

Volunteer involvement is essential in different aspects as follows:

1. Volunteer involvement is fundamental to a healthy and democratic society.
 - It promotes civic engagement and active participation in shaping the society.
 - It gives everyone a voice and the space to contribute to the quality of life in communities.
2. Volunteer involvement is vital for strong, inclusive, and resilient communities.
 - It promotes change and development through the collective efforts of those who know the community best.
 - It identifies and supports local strengths and assets to respond to community challenges while strengthening the social fabric.
3. Volunteer involvement builds the capacity of organizations.
 - It provides organizations with the skills, talents, and perspectives that are essential to their relevance, vitality, and sustainability.
 - It increases the capacity of organizations to accomplish their goals through programs and services that respond to and are reflective of the unique characteristics of their communities.
4. Volunteer involvement is personal.
 - It promotes a sense of belonging and general wellbeing.
 - It provides the opportunity for individuals to engage according to their personal preferences and motivations.
 - It provides a strong networking opportunity with other members. It connects people to the causes they care about, and allows community outcomes and personal goals to be met within a spectrum of engagement.

4.3 Rights of Volunteers

The SES volunteers have rights.

- The SES recognizes that volunteers are a vital human resource and they commit to the appropriate infrastructure to support volunteer engagement.

- The SES's practices ensure effective volunteer involvement.
- The SES commits to providing a safe and supportive environment for volunteers.
 - To be treated as a co-worker
 - To be given suitable assignments
 - To know as much about the organization as possible
 - To receive appropriate training
 - To be given sound guidance and direction
 - To be given a variety of experiences
 - To be heard
 - To be recognized

5 Recruitment and Selection of Volunteers

5.1 Volunteer Application Form

Any new SES volunteer is required to complete the enclosed Volunteer Application Form after reviewing this document, Volunteer Guideline. The application is designed to ensure that we allocate your volunteer services to the most appropriate division of our organization. We work with a diverse range of sub-committees whose members possess varying degrees of expertise on their activities, and as such, we can tailor your volunteer experience to an area that is of direct interest to you.

Volunteer Application Form

GENERAL INFORMATION

First Name: _____ Last Name: _____

Address: _____ Apt/Unit#: _____

City: _____ Province: _____ Postal Code: _____

E-mail: _____ Telephone: _____

Preferred contact method: _____

APPLICANT PROFILE QUESTIONS

Please list any previous and/or current volunteer activities outside of the SES.

How did you hear about the volunteer program at the SES? (Check all that apply)

- Display Online Posting Poster/Flyer SES Website
- APEGS Public Event College of Engineering, UofS
- Friend/Relative Another Volunteer
- Other (please specify): _____

Describe your main reasons for wanting to volunteer.

Which of our sub-committees are you most interested in working with? Descriptions of each of the subcommittees can be found above in section 3.3. (List at least two sub-committees in the order of your interest)

Briefly describe why you selected the sub-committee(s). Reasons could include expertise in the subject field, a personal experience relating to the work of the committee(s) (does not have to be explicit/detailed), or an interest in learning more about the work of the committee(s).

Is there any conflict of interest to be considered?

What is your availability?

Can you provide a resume? Yes Attached No

Are you currently employed? Yes No

Are you currently in school? Yes No

What is the highest level of education you have received?

Some high school High school graduate, diploma or the equivalent (ex. GED)

Some college coursework, no degree Trade/technical/vocational training

Associate degree Bachelor's degree Master's degree

Professional degree

What special skills, training or qualifications do you have that you would like to use in your volunteer role? (e.g. accounting, public speaking)

Do you speak any languages beyond English? Yes No

If yes, please state which one(s): _____

5.2 Volunteer Commitment

The Society expects volunteers to commit to a minimum of two hours per month for their volunteer service. Additional time will be required in the work of a sub-committee the volunteer undertakes to work with.

5.3 Interviewing Volunteers

Following the submission of "Volunteer Application Form", and prior to placement, the SES President and/or Vice-President may interview the volunteer candidate by phone, email or in person.

5.4 Placement of Volunteers

In determining suitable placements for new volunteers, the interests, qualifications, and goals of the volunteers, the requirements of the SES and the position(s) available will be taken into consideration.

5.5 Transfers

All the volunteers have the right to apply for transfers to other sub-committees. However, the approval of the transfer application is in sole authority of the SES President. In circumstances where training of a replacement candidate is required, the experienced volunteer should train new volunteer(s) prior to transfer.

6 Working as a Volunteer

6.1 Starting Out

On the first day, the new volunteer will be introduced to the sub-committee director, and will be invited to take part in the monthly meetings of the sub-committee. The new volunteer will then get to know other members of committee, and get instructions on what to do.

6.2 Orientation & Training

The Executive committee strives to set-up training and seminar sessions to provide advancement and networking opportunities for every volunteer.

6.3 Responsibilities of Volunteers

A SES volunteer is responsible to:

- Get to know his role within the assigned sub-committee
- Attend sub-committee meetings
- Attend at least 50% of the meetings called during the term in order to remain in good standing as an active committee member. If a volunteer misses three consecutive sub-committee meetings without notice, they shall relinquish their position on the committee. If a volunteer is or will be unable to fulfill their obligation as a volunteer, for a specific period of time, but still wishes to remain a volunteer, they are required to submit an application to the Board of Directors requesting a leave of absence.
- Assist with sub-committee activities, maintain contact with sub-committee chair, and participate in training activities (Event volunteer).

- Attend the Annual General Meeting (AGM)

6.4 Relationships with Executive

The relationships between volunteers and Executive are based on mutual understanding, respect and assistance. Volunteers and Executive are considered co-workers in implementing the mission and programs of the SES, with each having a complementary role to play. Volunteers enhance the work of the Executive. It is essential to the proper operation of this relationship that each partner understands and respects the needs and abilities of the other. The regular management of volunteers' work is the responsibility of the President, who directs all volunteers. Volunteers shall follow all protocols and direction, as established by the President.

6.5 Conflict of Interest

Conflict of interest must be recognized and identified at the earliest level, then promptly managed, reduced, or eliminated. The management strategy that we used in handling conflict of interest involves disclosure and oversight of the SES board. We will disclose any conflict between our personal interests and the interests of the SES, and resolve such conflicts in a transparent manner.

6.6 Volunteer Performance Management

The volunteer's performance will be regularly evaluated and the volunteer in turn, will be given the opportunity to evaluate the volunteer program. Evaluations benefit both the volunteer and the SES. Evaluations are a chance for volunteers to make suggestions and be acknowledged for their efforts. In case of a shortfall in a volunteer's performance, the SES President will have a confidential conversation with the volunteer to jointly review the issue(s) of concern and determine the reason(s) behind the performance shortfall(s).

6.7 Resignation

If a volunteer decides to end his relationship with the SES, he is required to submit a written resignation notice to the President as soon as possible so that the Executive can make the necessary arrangements for replacement and training of new volunteers.

7 SES Policies and Procedures

7.1 Where to find Operational and Regulatory Documents

Operational and Regulatory Documents for the SES can be found on the SES's website.

<http://saskatoonengineers.com/ses-drupal/content/specialevents>

In the future, a database of all SES documents will be collected and access will be given to all members of the SES Executive Committee by the Operations Committee.

8 Volunteer Acknowledgement Form

After reading this Guideline, please sign and return this page prior to the first day of your volunteer work.

Volunteer Acknowledgement Form

My signature on this form acknowledges that I have received, read and understand the SES Volunteer Guideline and will comply with all policies and procedures set herein. I understand that the policies presented within the guideline are presented in general terms and it is my responsibility to familiarize myself with the full policies available on the SES website. I understand that the policies contained within this handbook and available on the website replace any and all prior verbal and written communications regarding the SES's working conditions, policies, procedures and benefits. I understand that the SES reserves the right to change any part of this manual or any policy at any time with or without notice and will expect that all volunteers adhere to any change in policy. I agree to conduct my activities in accordance with all SES policies and understand that breaching these standards may result in disciplinary action up to and including termination or other legal remedy available to the Society. I understand that the policies in this manual are for my safety and protection as a volunteer, other volunteers and Executive. I agree to follow these procedures. I understand that SES accepts the service of all volunteers with the understanding that such service is at the sole discretion of the SES. I understand that the SES may at any time, for whatever reason, decide to terminate my volunteer participation in the SES. I understand that I may at any time, for whatever reason, decide to end my relationship with the SES. I agree to communicate this decision as soon as possible to the President. I acknowledge that I have been provided a print or electronic copy of the SES Volunteer Guideline, have had a chance to review the guideline, and have been given an opportunity to ask questions about the contents of this guideline.

Volunteer Name

Volunteer Signature

Date