

G-11 Volunteer Screening

| Section | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | Feb 2017 | Apr/18 | March 2019 |

1. POLICY STATEMENT

To ensure the candidates are aware of the screening process and that the selection process is fair, transparent, and reasonable.

A process to ensure the suitability of the candidate for their application to serve in a volunteer position with MARRT.

2. DEFINITIONS

None

3. POLICY

The MARRT BOD or Committee Chairs recruiting volunteers will:

- Use the following methods for volunteer recruitment
 - Email
 - Website
 - Word of mouth
 - Social Media
 - Newsletter
- Review applications and/or contact references. If required, selection interviews will be conducted by the Committee Chair or BOD.
- Where applicable, prepare or provide orientation and terms of reference to new committee members.

All Volunteer Candidates will:

- Submit an application form and provide references to the MARRT office.
 - When necessary, MARRT will conduct interviews to further assess the suitability of the volunteer candidate.
- Attend orientation and read terms of reference if selected to a Committee

4. REFERENCES

BC Pharmacists-

http://library.bcpharmacists.org/K-Forms/K-7_Others/9047-Committee_Member_Volunteer_App_Form.pdf

The Volunteer Recruitment Process -

https://knowhownonprofit.org/people/volunteers/recruiting/copy_of_process
(December 23, 2016)

The Volunteer Centre -

<http://volunteergw.ca/wp-content/uploads/2015/11/Volunteer-Screening-Policy-Development-Tool-2013.pdf> (December 23, 2016)

Volunteer Toronto -

http://c.ymcdn.com/sites/www.volunteertoronto.ca/resource/resmgr/online_resources/Policies/Screening_Policy.pdf (December 23, 2016)

Appendix – Volunteer Application Form (see next page)

COMMITTEE MEMBER VOLUNTEER APPLICATION FORM

Thank you for your interest in becoming a committee member with the MARRT. Please complete this application form and email it to office@marrt.org

APPLICANT INFORMATION:

| | |
|-------------------|---------------|
| Name: | Phone: |
| Address: | |
| City/Town: | Prov: |
| PC: | Email: |

PREFERRED COMMITTEE POSITION:

- ☐ Registration Committee
- ☐ Complaints Committee
- ☐ Discipline Committee
- ☐ Governance Committee

Other (please list):

BOARD OF DIRECTORS AND/OR COMMITTEE EXPERIENCE:

(Please include either a CV or a Letter of Intent including pertinent experience)

ADDITIONAL INFORMATION:

1. References:

1. Name:
Address:
Telephone: (H) (W)
Email:
2. Name:
Address:
Telephone: (H) (W)
Email:

I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.

Signature

Date

MARRT considers a number of factors including expertise, experience, practice setting, and other special skills or attributes when selecting committee volunteers. Unfortunately, we are not always able to match the number of interested volunteers to the number of available vacancies. Only those candidates being considered will be contacted. The MARRT BOD thanks you for your interest.