



info@migrainecanada.org

## **Volunteer Management Policy**

If a person is interested to Volunteer for Migraine Canada, the following policy applies.

1. The Volunteer must provide her/his coordinates, personal skills and a brief description of the reasons for volunteering to the Volunteer manager.
2. CVs are welcome from all volunteers and mandatory for Leader positions.
3. From the beginning, the Volunteer agrees to have his email shared with Board members, the Executive Assistant of Migraine Canada and other volunteers if required.
4. The Volunteer is welcome to ask questions on the position or task of interest.
5. If a volunteer is willing to get involved, then a phone call or Skype Video interview can be arranged with our team.
6. If the interview leads to a positive evaluation and agreement, a first task or concrete project of well-defined scope can be allocated to the Volunteer.
7. The Volunteer agrees to be responsible of the tasks allocated. Different tasks may require different skills, responsibilities and time commitments.
8. After the first task is completed, the Volunteer manager will discuss with the Volunteer to exchange feedback and discuss future collaborations
9. For Leader positions, an evaluation of the project ongoing should be planned after 4 to 8 weeks to evaluate the collaboration.
10. The Volunteer will not act on the behalf of Migraine Canada outside of the specified task.
11. The Volunteer agrees not to share any information identified as confidential.
12. The Volunteer may keep track of their hours and submit them to the Volunteer Manager.
13. Every volunteer will receive an official thank you letter at the end of the project.
14. Migraine Canada has not defined a legal membership status yet. At present time, volunteers are not considered Migraine Canada members and have no voting rights.

**Any question is welcome.**

**We look forward to working with you!**