

Volunteer Boundary Document

Ethics Committee Member

Definition:

Volunteer boundaries refer to behaviour that is considered “in-bounds” or acceptable and “out-of-bounds” or unacceptable. Boundaries are established to keep volunteers focussed on the role and help protect them, other volunteers, staff and the organization from risk. There is an expectation that POC volunteers will work within the established boundaries, and have a clear understanding of their roles, responsibilities and boundaries of the position. The boundary document is implemented in conjunction with the Roles and Responsibilities policy.

Boundary Types:

Physical – Entering someone’s personal space in any fashion that makes them feel uncomfortable or is unwelcome, or any kind of physical interaction that would reasonably be deemed inappropriate. Making decisions that could risk putting others in harms-way, or be in contravention of the POC insurance policies, venue insurance policies or safety policies.

Emotional – Making others feel badly, name-calling, inappropriate or hurtful labels, negating the life or work of others, providing unconstructive and hurtful criticism.

Mental – Making decisions for others, providing unsolicited advice or guidance, going beyond the intended capacity of the role.

Ethical – Not adhering to the Ethical Policies and Procedures or Code of Conduct and Ethics as established by POC.

Volunteer Role	Ethics Committee Member
Relationships	With other Committee Members, Association Management Staff, Board of Directors and Members
Applicable Boundary Type	Physical
Risk	Physical contact could violate their personal space, physical well-being, medical condition or more.
Volunteers cannot/are not permitted: To touch staff, other volunteers, board directors, members or vendors or enter their personal space in any fashion that makes them feel uncomfortable or is unwelcome.	

Applicable Boundary Type	Emotional
Risk	Emotional boundary breaches could result in staff or volunteers resigning from their role, create a loss of morale, damage relationships, create a poor working environment and could undermine collaborative team work efforts.
Volunteers cannot/are not permitted: • To name-call, or label others. • Use unconstructive or hurtful criticism either face-to-face or to third parties. • To make a deliberate effort to circumvent the authority or role of others. • To negate or disrespect the work, role or effort of others. • To undermine a teamwork approach when working on assigned tasks.	
Applicable Boundary Type	Mental
Risk	Mental boundary breaches could result in staff or volunteers resigning from their role or losing enthusiasm, create a loss of morale, damage relationships, create a poor working environment and could stifle creative or out-of-the-box thinking.
Volunteers cannot/are not permitted: • To make decisions for others. • To take on roles or responsibilities other than what has been assigned in accordance with the Code of Conduct and Ethics. • To negate timelines as required for the completion of assigned tasks. • Exert undue influence over other committee members to alter their opinion/position on a given issue, task or project. • Ignore direction from the National Board	
Applicable Boundary Type	Ethical
Risk	Ethical boundary breaches could result in damage to the reputation of individuals, the association or the profession as a whole. It could result in legal actions taken against the same. Confidentiality breaches could result in a loss of confidence and transparency and damage trust.
Volunteers cannot/are not permitted: • To be found in violation of the Code of Conduct following the implementation of POC's Ethics Policy and Procedure. • To act (individually or outside the process of the committee) as an ethical authority to the membership. • To breach confidentiality on any issues that may come before the committee.	