

Volunteer Boundary Document

Education Committee

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 and the Volunteer Steps to Resolution 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 harm’s 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 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 as established by POC.

Volunteer Role	Education Committee
Relationships	With other volunteers, Association Management staff, board directors, members and vendors
Applicable Boundary Type	Physical
Risk	Physical contact could violate their personal space, physical well-being, medical condition or more. On-site decisions to change physical set-ups or food and beverage arrangements could risk the physical safety of delegates.
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. - Move, change or in any way alter physical on-site arrangements.	

• Give direction to hotel or venue staff regarding on-site arrangements including ordering furniture movement, equipment or changes to food and beverage.	
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 provide unsolicited advice or guidance. • To make decisions for others. • Take over the roles or responsibilities of others on the committee. • 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 setting expectations with delegates that may not be met, damage trust and create a loss of confidence and transparency in communications on the Education Committee.
Volunteers cannot/are not permitted: • To be found in violation of POC's Code of Conduct and Ethics. • To violate the Confidentiality Agreement as signed when accepting the Education Committee position.	