

# NORTHERN KENTUCKY URBAN AND COMMUNITY FORESTRY COUNCIL'S VOLUNTEER AGREEMENT AND STANDARDS OF CONDUCT

This document is a contractual agreement accepted by volunteers who participate with Northern Kentucky Urban and Community Forestry Council (NKUCFC) and its activities. The standards outlined herein shall guide the volunteer's behavior during their involvement with the NKUCFC. The primary purpose of this document is to ensure the safety and well-being of all NKUCFC participants, the organization, and its mission

NKUCFC Volunteer Members are expected to function within the guidelines of this agreement. Only persons who meet the definition of an NKUCFC Volunteer Member will hold voting rights at NKUCFC and subcommittee meetings.

All NKUCFC Volunteer Agreement and Standards of Conduct forms will be retained by the current NKUCFC Chair.

## **Definition of an NKUCFC Volunteer Member**

A Volunteer Member of NKUCFC is defined as:

- A person who has attended at least two NKUCFC monthly scheduled Council meetings within a timeframe of 12 contiguous months.
- After attending two NKUCFC monthly scheduled Council meetings has read and signed this document, the NKUCFC Conflict of Interest Policy, the NKUCFC Procurement Policy, and our bylaws.
- At every NKUCFC meeting, an attendance sheet will be present. All members present at a meeting must sign the attendance sheet. The clipboard containing the attendance sheet will include this document, the NKUCFC Conflict of Interest Policy, and the Procurement Policy. Signing the attendance sheet is renewed acknowledgement that you are familiar with these policies and agree to uphold them.

## **Standards of Conduct**

Volunteers members will:

- Work in a friendly, considerate, cooperative and professional manner with others of NKUCFC and its associated organizations, which includes communities, state and federal entities, vendors, and others.
- Uphold an individual's right to dignity, self-development, and self-direction.
- Respect the office, the role, and the efforts of current officers and the Executive Council, and to pursue all questions and issues with them before taking them outside of NKUCFC.
- Respect and follow the Council's bylaws, including Procurement Policy, Conflict of Interest Policy, and this document.
- Accept the responsibility to represent NKUCFC with dignity and pride by being positive mentors for those with whom you associate both within and outside of the Council.
- Conduct themselves in a courteous and respectful manner with fairness, honesty and integrity.
- Not abuse any program participant by physical or verbal means, and report such abuse if observed.
- Not commit criminal acts.
- Comply with equal opportunity and anti-discrimination laws.
- Report immediately any threats to volunteer's emotional or physical well-being to a current officer or Executive Council member.
- Utilize tools and other equipment in a safe and responsible manner.

Volunteers who do not uphold these standards:

- Will be asked to immediately leave NKUCFC council meetings or subcommittee meetings or any other NKUCFC functions by any leading NKUCFC authority, such as an officer or committee chair with support of a majority vote.
- Can be barred from future participation in all NKUCFC functions after a majority vote at a NKUCFC meeting or an Executive Council meeting.

**Standards of Conduct for Non-Members Attending Meetings**

- Visitors to NKUCFC meetings or functions will be expected to adhere to the same standards of conduct as members. Any visitor not doing so can be asked to immediately by any leading NKUCFC authority, such as an officer or committee chair with support of a majority vote.
- Visitors with a history of disrupting NKUCFC functions can be barred from future NKUCFC functions after a majority vote at NKUCFC meetings or an Executive Council meeting.

I, *(please print)* \_\_\_\_\_, have volunteered to assist with on-going programs and events at the Northern Kentucky Urban and Community Forestry Council.

I have read and understand the Volunteer Description(s) provided for the activities I will help with, and if there are risks associated with my volunteer position, I understand these.

I understand and agree that as a volunteer, I will not receive any compensation. I further understand that I will not be eligible for any benefits such as unemployment insurance or worker’s compensation.

In consideration of being afforded the opportunity to participate in the volunteer activities, I, for myself, my heirs, successors or assigns, hereby release and hold harmless the Northern Kentucky Urban and Community Forestry Council, its Board of Directors, agents, servants and employees, from any and all claims, demands, causes of action or damages which may accrue on account of bodily or personal injury, property damage or death arising from my volunteering, including damages, injury, or death arising from negligence of the aforesaid parties. I attest and verify that I have full knowledge of the risk involved in my volunteer activities and that I am physically fit and sufficiently trained to participate. I, for my heirs, successors, my assigns or myself hereby assume any and all risks attendant to participation in volunteering with NKUCFC.

I have read and understand the Standards of Behavior outlined above. I understand and agree that any action on my part that contradicts any portion of these standards is ground for the suspension and/or termination of my volunteer status with the NKUCFC.

I recognize that the unit(s) for which I have volunteered my services will review, from time to time, the need for volunteers and that utilization of volunteers may be curtailed or eliminated.

My duties as a NKUCFC volunteer commence(d) on \_\_\_\_\_.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current NKUCFC President