

## **Volunteer/Worker Priority Status Policy**

**(Established 10/99; amended May 2005)**

### **Section 1: Definition**

A volunteer is an individual that has provided their time, efforts and talents to fulfill the tasks needed to run the Cincinnati Ski Club. Individuals earning a minimum of (4) points will be given an invitation to volunteer party conducted by the out going Board. Those individuals whose efforts have earned (20) or more points will be awarded Worker Priority Status. The Worker Priority status provides a priority position in signing up for events on the first sign-up night.

Separately, there is a special Water Ski Boat Owner Preferred status that is not a part of this policy. This Preferred status is detailed in the Boat Owner Policy and is ONLY valid for Water Skiing Boat Owner lotteries

### **Section 2: Intent for the Policy**

The intent for the policy is;

- a) To establish goals for earning volunteer or worker priority status.
- b) To place a value on the efforts required to earn a volunteer or worker priority status.
- c) To establish a system of fair reward and recognition to those that contribute most to this club.
- d) To provide a point system whereby an individual can do multiple tasks for the club and raise their status as a volunteer or worker.
- e) To establish a manageable system to notify volunteers of their status.
- f) To bring the volunteer programs in line with today's CSC.

### **Section 3: Format of Qualification for Status**

Each task or a category of tasks is assigned a point value. These point values are based on many factors including the time and effort required to complete the task. Members signing up for and satisfactorily completing those tasks will earn the assigned number of points. Points for multiple tasks will be accumulative from April 1 to March 31 and may not be carried over.

The Qualification for earning "Volunteer" and "Worker Priority" Status is as follows:

- a) Volunteers accumulating (4) or more points in the period of April 1 to March 31 will earn "volunteer" status and an invitation to the volunteer party.
- b) Volunteers accumulating (20) or more points from April 1 to March 31 will earn a worker priority for the following year, April 1 through March 31.
- c) Volunteers accumulating (20) or more points from April 1 to September 30 will receive (1) one-year worker priority to begin October 1 at which time all points accumulated will return to "0".
- d) Those volunteers earning (20) or more points from April 1 through September 30 may extend their worker priority to March 31 of the next CSC fiscal year by earning an additional (20) or more points from October 1 through March 31 of the current CSC fiscal year. Note, the CSC fiscal year is from 4/1/XX to 3/31/(XX+1).

In order for volunteers to receive points for tasks they must receive prior approval as a volunteer from the Board. The requirements of that task must be carried out to the

satisfaction of the event leader and or the Board Officer in charge. Trip/event leaders are required to turn in a comprehensive financial report within 45 days after the event. Trip reports not submitted within 60 days after the event could result in revocation of the worker priority and may affect the amount of trip leader reward.

Board members and certain chairpersons, consisting of Membership, Records, Door, Welcoming Chairs, Computer Support Chair and the Sitzmark Editor, receive a (2) two year worker priority, which is in effect for two years beginning April 1 when their term ends. New Board Members and the aforementioned Chairs, who come into those positions without a Worker Priority, shall have the option of receiving one year of their worker priority starting the July 1 after their taking office. Upon completion of their year in office they will receive an additional one-year worker priority ending July 1. Board Officers and the aforementioned Major Chairs receive their fall membership free. However, they must fill out the Membership Renewal form and sign the Release of Liability Waiver, otherwise their membership will expire.

#### Section 4: Procedures for Implementation and Management

Each Board Officer will submit to the Board for approval a list of tasks and the point values for those tasks. The Past President will be responsible for recording and making available this list at each general meeting throughout the year. Each Board Officer will submit to the Past President a list of names of volunteers that have satisfactorily completed tasks that come under their office. The Past President will pass these names and the points earned onto the Computer Support Chair for recording and posting. A list of volunteers and their year to date points will be available at every meeting and updated every (6) weeks. It is the responsibility of each volunteer to check the list for errors or omissions and to notify the appropriate Board Officer of such.

#### Section 5: Future Development of This Policy

This policy was built upon the strong foundation laid down by previous boards. It is each Board's right and responsibility to adapt to the changing times and needs of the CSC. With that in mind this policy adopted October 1998 will supersede any previous policies for volunteer/worker priority status. This policy will remain in effect as written for one year and will be reviewed in October of 1999. At that time it will be evaluated for its' success and adjusted as needed.

Following that review this policy will no longer require annual reviews, but future Boards can and should (after careful and thoughtful consideration) modify this policy if it no longer fairly reflects the appropriate reward for the CSC volunteers.