



Volunteer Handbook

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People Leading Business.™

Chartered Professionals in Human Resources – Alberta
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INTRODUCTION

Thank you for your interest in volunteering with CPHR Alberta.

Volunteerism has and continues to be an important cornerstone of our Association. Through the participation of volunteers, CPHR Alberta can develop new programs, organize member events and advance strategic initiatives in the human resources profession. By volunteering your time and expertise, you have the opportunity to contribute to the continued advancement of the human resources profession in Alberta.

This handbook is designed to provide information about CPHR Alberta and the volunteer program, and it outlines the expectations and responsibilities of volunteers.

We want your volunteer experience with us to be both rewarding and challenging. The rewards of volunteering with CPHR Alberta may include, for example:

- Earning CPHR professional development points
- Gaining valuable experience
- Helping guide the future direction of the HR profession
- Connecting with HR professionals
- Sharing your HR insights with others

CPHR Alberta reserves the right to modify the volunteer responsibilities and information outlined in this document. Members will be informed of any changes in a timely manner.

ABOUT CPHR ALBERTA

CPHR Alberta is a professional association dedicated to strengthening the human resources profession and upholding the highest standards of practice. With chapters in all major cities in Alberta, CPHR Alberta is the third largest HR association in Canada representing more than 6,000 members. We are the exclusive registration body in Alberta for the Chartered Professional in Human Resources (CPHR) designation, which is the standard for HR professionals in Canada. The CPHR demonstrates HR expertise, experience, and ethical management of today's human capital. Together with our members, we are working towards becoming a self-regulated, recognized profession in Alberta.

CPHR Alberta supports members across the province with our seven Chapters: Wood Buffalo, Grande Prairie, Edmonton, Central Alberta, Calgary, Medicine Hat and Lethbridge. Each CPHR Alberta Chapter has a voice in guiding local events and professional development – targeting training and networking to the topics in demand for the economies in each area of the province.

Vision, Mission and Mandate

With the long-term **Vision** to deliver excellence in member value and elevate our brand to become the leader in Canadian Human Resources CPHR Alberta has embarked on a **Mission** to protect the best interest of the public by focusing on continuous education, regulatory competency and ethical standards by engaging with the business community to prepare our members for success we continually focus on the key areas of our **Mandate**.

Professional Recognition

To position the Human Resource profession as a recognized and valued profession by securing a self-regulated profession legislated to act in the public interest, by ensuring that the CPHR designation is widely recognized and valued by our stakeholders and by continuing to advance the human resources practices in Alberta.

Professional Standards

By demonstrating that CPHRs provide the highest standard of service, advice, and credibility consistent with the Code of Ethics and Standards of Professional Conduct.

Research, Trends and Information

To ensure that the organization consistently provides credible information on current and emerging human resources trends and issues, and facilitates access to expert opinions on the practice of human resource management to members, employers, government, educational institutions, and media.

Professional Development

To provide CPHR Alberta members with enhanced competencies and capabilities through training and the sharing of best practices and experiences.

VOLUNTEER OPPORTUNITIES

Volunteer opportunities arise throughout the year. Volunteer applications must be completed through your member profile and are active for three months. Only members that have completed a volunteer application will be notified of opportunities.

CPHR Alberta works to provide valuable and engaging province-wide volunteer opportunities for members. An overview of our main volunteer opportunities can be found on our website.

Equal Volunteering Opportunity

CPHR Alberta provides equal volunteering opportunity for everyone regardless of age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based upon one's ability to perform the job, as well as one's dedication to our mission and needs.

Volunteer Guidelines

Although opportunities will vary in responsibilities, structure and time commitment, it is implied that all volunteers will have read and understood the following expectations prior to accepting a volunteer role:

- Member in good standing - maintain active membership with CPHR Alberta
- Read and understand the Terms of Reference or respective outline of volunteer opportunity
- Read and understand policies specific to each volunteer opportunity, such as, Volunteer Tracking Hours and Confidentiality forms
- Maintain a high level of professionalism and confidentiality

CPHR ALBERTA STAFF RESPONSIBILITIES

There will be at least one CPHR Alberta staff member who is a direct report and is responsible for the deliverables of a given volunteer group, usually a Committee.

Staff responsibilities will vary depending on the volunteer opportunity, but will always include the following:

- Communications regarding volunteering opportunities
- Managing Terms of Reference and all communication regarding volunteer roles
- Volunteer recruitment
 - Applications are submitted through the CPHR Alberta Member Profile
 - As volunteer opportunities become available, applications are reviewed
 - Volunteers are only contacted if qualifications match an open volunteer role
 - Interviews are conducted to ensure the clear understanding of responsibilities and time commitment required for the role
 - Official appointment letter and volunteer agreement is sent by CPHR Alberta staff
 - Upon receipt of signed volunteer agreement, volunteer role is confirmed
- Approving volunteer time logs
 - A volunteer time log is provided to all volunteers upon appointment.
 - Completed time logs are submitted directly to the CPHR Alberta staff representative in December and June of each year.
 - Time logs are reviewed, approved, and returned to the volunteer by the CPHR Alberta staff representative.
 - Note: It is the responsibility of the volunteer to keep a copy for your record. Copies of approved time logs are not kept on file with CPHR Alberta.
- Budgetary Authority
 - CPHR Alberta staff are responsible and accountable for all budgetary authority.