

Creating Honorarium-Based Volunteer Positions

Approved 19/04/2016

If the board decides to create a new honorarium position after consulting staff, the following motion should be used as a template for the creation of the honorarium-base position.

Be it resolved that the volunteer position of [title of position] be created and offered an honorarium of [amount] for a period of [time frame];

Be it further resolved that the [title of position] fulfil the following requirements:

- [List of Duties]
- Since this is a volunteer position, the selected candidate will not be required to work in the South House space.

Be it further resolved that the position will be advertised with a public posting including the description of duties, amount of honorarium, time frame, and how people can apply.

Be it further resolves that the public posting will be posted in a manner that aims to reach the broadest number of candidates, including being distributed through South House email lists and Facebook accounts and distributed to campus and community groups that represent and/or service marginalized populations (e.g. the Black Student Advising Centre, Transition Year Program, DalOut, Native Counselling Unit, and the International Centre)

Be it further resolved that the following selection process will be used:

- A three person committee shall be formed to conduct the selection process.
- The committee shall consist of board members and staff. At least two board members must be on the committee, as only board members have voting rights.
- The committee selects candidates for an interview. The interviews are conducted by the three committee members. Follow-up interviews should to be avoided if possible.
- The committee reports back to the whole board.
- The committee selects and informs the successful candidate, and immediately informs all other applicants.

After the candidate has accepted the position, the Board and Staff will welcome the new person. In the first meeting, the Board will outline expectations including deliverables, who will be the supervisor for the position, the manner and frequency of reporting, etc.