

Policy: Membership - Vincentians

Policy # 14 **Number of Pages:** 2 **Date of Approval:** August 2003

Approved By: Board of Directors, Management **Review Date:** April 2017

References: Criminal Reference Checks Policy #
 Member Screening and Risk Management Policy #15

Statement:

The Society of Saint Vincent de Paul is committed to ensuring that volunteer members, “Vincentians”, in the agency are properly screened, trained and oriented.

Member

A “**member**” of the Society is defined as a person who:

- is a member as defined in Art. 1.4 of the Rule, which describes full and auxiliary members, benefactors, young adult and youth members. Supervision will be provided for youth members by an experienced, adult Vincentian(s)
- has met all screening requirements for members, including Application, Interview, Service Covenant, Criminal Reference Check, and Orientation (Screening/Risk Management Policy);
- continues to abide by the Risk Management Rules (as described in the Screening/Risk Management Policy);
- is a member of a conference or committee of Toronto Central Council;
- abides by the policies of the Society of Saint Vincent de Paul, Toronto Central Council, and continues to work in the best interests of those in need and the Society.

Procedures:

Maintenance of Vincentian Membership files:

A membership file for each member will be maintained securely at the Toronto Central Council head office. Any member wishing to review their file will make appropriate arrangements through the Central office

The file will include:

- an original letter from police indicating that there is no information on file or an appropriate entry on the Application/Information form regarding the decision of the Executive Director related to a positive police check;
- a copy of the Member Information Form/Application for Membership;
- Service Covenant;
- references and any correspondence related to the person's membership status;

The file may include:

- other relevant information or documents included with the members/applicant's permission.