

Society of St. Vincent de Paul Toronto Central Council

Policy Manual

Policy: **Membership Policy**

Policy Number: **14 - 03**

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Effective Date: August 2003

Revision Date: June, 2008

Approved On: April 2010

Statement of Intent or Purpose:

The Society of St. Vincent de Paul is committed to ensuring that volunteers in the agency are properly screened, trained and oriented.

Policy:

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 St. Vincent de Paul, Toronto Central Council, and continues to work in the best interests of those in need and the Society.

Procedures:

Maintenance of 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 Toronto Central Council Screening Committee 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.