



# AMERICAN CANYON ARTS FOUNDATION

## Board of Director's Policy Manual

### Volunteers, Interns & Personnel (VIP) Policy

Adopted/Revised:  
December 10, 2013

#### I. Purpose/Intent

Organizations need people power, no matter whether they are for profit or non-profit. The American Canyon Arts Foundation (ACAF) is no different. That staffing can come from volunteers, interns or hired personnel. This policy is intended to identify various ways to attract and retain people dedicated to the success of ACAF, as well as to address the operational issues that can arise.

#### II. Authority

The Board of Directors has the authority to establish policies under Article 12, Section 2 of the By-Laws, and approved this policy by adopting Resolution 2013-04.

#### III. Policy

##### Section One. Volunteers

1. Volunteers are the backbone of the ACAF. The hours of work they donate to the Foundation allows us to run the Gallery, put on special events and provide services to the community. Part of any membership drive should be to encourage members—new or old—to volunteer their time towards any number of ACAF programs and services.
2. Volunteers should be supported for their efforts through incentive programs. The easiest way to do this is to track hours donated by volunteers. Then, based on the hours worked, ACAF can provide them with gifts, discounts and other items of value to recognize that effort. For example, we could provide gift cards for art supply houses, or free admission to art shows or galleries, performances, etc. Ultimately, the City's Volunteer Recognition program can be used to honor our volunteers as well.
3. Although we do not pay volunteers, we will reimburse them for any reasonable out-of-pocket expenses incurred on behalf of ACAF. Volunteers will be required to fill out forms to request reimbursement, and receipts should be provided as appropriate.
4. Because volunteers are not employees in the strict sense of the term, we do not offer worker's compensation insurance. In the event of an accident, the volunteer should fill out an accident report (see the Risk Management & Safety Policy), and file a claim against ACAF's liability insurance. The claim will be resolved based on the circumstances of the case.

##### Section Two. Interns

1. The purpose of any internship is to provide a learning experience for the intern, while offering ACAF an inexpensive source of relatively capable talent. For example, a high school student with a solid background in information technology would make a great intern. He/she would help ACAF take advantage of social media, websites, etc. and we would give him/her a work experience dealing not

only with the technical aspects of the work, but the “soft” skills of showing up on time, working with other people and applying knowledge to specific “real” problems.

2. ACAF has initially identified four distinct categories of internships. The four types of interns are listed below, with a brief description of the typical duties of each:
  - Information Technology/Social Media: Interns would update ACAF’s website, maintain Facebook and/or Twitter accounts, and assist in the use of office and accounting software.
  - Customer Service/Marketing: The focus is on providing service to customers as well as promoting the programs and services of ACAF. Time spent at the Gallery, waiting on customers, would be a typical task for these interns.
  - Office Support: Interns in this category would perform many of the typical office duties, such as typing, filing and answering phones. Data entry could also be considered.
  - General Maintenance: This category covers a wide array of general maintenance duties, from landscaping to clean up to basic building repairs (broken light bulbs, moving partitions, boxes, etc.)
3. In addition to the basic job descriptions, specific projects or work assignments should be developed prior to soliciting for an intern. This increases the likelihood that the internship will be meaningful for the intern and productive for ACAF.
4. Often, due to the financial constraints of ACAF, the interns will be unpaid. However, to the extent possible, including the presence of grant funding, interns will be offered a small stipend, generally limited to the amount that would trigger reporting to the IRS (currently \$600/year). Exceptions can be authorized by the Board.

### **Section Three: Personnel**

1. Given the size and financial status of ACAF, the general policy is to avoid the use of paid and/or full-time personnel.
2. If and when a regular revenue stream is established that will support paid positions, the priority should be to hire a full/part-time Executive Director and then to pay for a full/part-time Gallery Manager. Specific pay and benefits will be worked out on an individual basis, and documented in an employment contract with each individual.
3. Contract labor or professional services agreements should be used instead of paid help. Examples include event planners, bookkeepers and general laborers.

***Attachments:*** None.