

Guidance for Volunteers

Guidelines for
Country Representative Officers, Boards
of Trustees and Members

2017 edition



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What does this guidance mean for volunteers?

THIS GUIDANCE IS NOT A LEGAL DOCUMENT

This guidance is provided by Caring for Humanity International to help volunteers understand their responsibilities under each country's law. As a member you have both the privilege and the responsibility of participating in the governance of this non-profit organisation that is operated not for the benefit of private individuals, but for the benefit of the public. As a member of Caring for Humanity International, we deeply appreciate your willingness to serve for the good of humanity.



SECTION A

A.1. Complying with the Best Practice Principles

The best practice principles are intended as a guide only to describe 'best practice'. This is not an exhaustive or comprehensive compilation.

It is important that all volunteers must be aware that Caring for Humanity International (CHI) Foundation is a non-profit organisation, first recognised by New Zealand law as 'charitable'. It is regulated and monitored by the Charities Section of the Department of Internal Affairs.

A.2. Purpose

The best practice principle is to promote and maintain transparency and accountability in all our operations as an organisation. Wherefore, a board member’s voluntary commitment includes proper use of authority and appropriate group and individual behavior when acting on behalf of the organisation. In the same way, the board expects individual member to act with integrity and to use ethical conduct as they carry out their duties.

A.3. Trustee, Officers and Individual members’ primary duties.

The law imposes upon you three primary duties: the duty of care, the duty of loyalty, and the duty of obedience.

Duty of Care, which means acting in good faith consistent with what the board or individual board member truly believes is in the best interest of the organisation;

Duty of Loyalty, which means doing what is in the best interest of the organisation; and

Duty of Obedience, which means honoring and acting consistently with the requirements of applicable laws and the organisation’s mission, bylaws, policies, and other standards of appropriate behavior.

A.4. Standards of Behavior

A.4.i. The trustees of the board are the entity that is legally responsible for the conduct and performance of the non-profit organisation. Fundamentally, officers must honor these standards of behavior in all decisions and actions related to the organisation. Our governance responsibilities include:

A.4.ii. Defining and upholding the mission and purpose of the organisation; not taking along personal agenda; and is joining to further the mission, not the self.

A.4.iii. Designating broad parameters and policies within which staff can manage, function, and experiment. Implying the SMART rule- (Specific, Measurable, Achievable, Realistic, Time based). Making sure the members of the board are vital and diverse- As a board member, you have the responsibility for ensuring that the public and charitable role of the organisation will be carried out in a way that is effective in furthering the mission of the charity. Nominating a process which invites openness, variety, and change is important to achieving this goal.

SECTION B

B.1. Ensuring financial viability; As a board member you have primary responsibility for making sure that the charity is financially accountable, that it is not allowing charitable assets to be used inappropriately or diverted to private interests, that it has mechanisms in place to keep it fiscally sound, and that it is properly using any restricted funds it may have.

B.2. Maintaining accountability to the client, staff, funders, community, and public, including a duty to evaluate effectiveness and incorporate feedback circles with various stakeholders;

B.3. Ensuring a healthy management function, which means providing for qualified, skilled, and accountable members of the board as well volunteers. Ensuring that a strong and accountable management function exists; and protecting the strength and continuity of the board through succession planning and board development activities. Attending regular meetings is required.

B.4. Ensuring that there are no Conflict of Interest- You, or a business you control or benefit from financially, may be considering whether or not to engage in a transaction with the organisation on whose board you are sitting. A situation of this type presents a potential conflict between your own financial interests and your duty as a board member to be absolutely loyal to the organisation. It also may look questionable to the public.

SECTION C

C.1. Benefits and privileges of volunteering;

Endowed with public trust. Being a member of a registered charity, gives an individual respectability/credibility stature, substantially raise public's confidence in you.

C.2. Growth: Opportunity to work with other non-profit organisation, governmental institutions such as embassies, consulates and other training institutions. As a volunteer member, you are toward becoming a 'Certified Universal Diplomat'- an exclusive program adopted by CHI, enhancing tourism, health, business and other areas of interest and expertise. Working and collaborating with others in other countries and experience a sense of fulfillment.

C.3. Enrichment: Have the chance to work with a broad range of experience in different settings. It is helping others that can turn into a lifetime of opportunities.

C.4. Learning: Free learning access on workshops and seminars the organisation is conducting. It allows member to try new activities or learn new skills such as, baking and art workshop, understanding immigration, financial literacy and tips on handling your finances. Acquire new skills or develop your own business. Endless opportunities.

C.5. Friendships: Get together with like-minded people. By giving just a few hours of your time a week or a month, lifetime friendships may be established.

This guidance will be reviewed from time to time and updated as necessary to ensure that they reflect emerging risks and evolving best practice.

...we do Teamwork
we do HELP, we do
Respect and
LAUGHTER. We do
Friendship.
WE do COFFEE and
CAKE. WE
COMMUNICATE
and *LISTEN*
We do Motivation
We do GREAT
THINGS.”

Ready to get involved?
Fill out the online form on our website
www.chifoundations.com
Do something!