

THE PRAIRIE ENTHUSIASTS, INC
LTA STANDARD 7: VOLUNTEERS, STAFF AND CONSULTANTS

Recommended by Accreditation Committee to TPE Board: July 14, 2011
Adopted by TPE Board of Directors:

VOLUNTEERS, STAFF AND CONSULTANTS POLICY

The Prairie Enthusiasts has volunteers, staff and/or consultants with appropriate skills and in sufficient numbers to carry out its programs. Staff and volunteers will not engage in activities which represent a material or perceived conflict of interest as affects their roles with TPE.

a. Job Descriptions.

Each staff member shall have a written job description and periodic performance review. Job duties or work procedures for key positions are documented to help provide continuity in the event of staff turnover.

b. Staff Responsibilities.

TPE staff is responsible for implementation of the policies and directions of the Board of Directors. All staff members conduct themselves, at all times, in a professional manner that reflects favorably on TPE, its mission, goals and programs.

c. Volunteers.

TPE acknowledges the importance of volunteers. We provide an enriching experience for our volunteers. Volunteers are trained and supervised. We have a volunteer recognition program.

d. Training.

Volunteers and staff shall have appropriate training and experience for their responsibilities and/or opportunities to gain the necessary knowledge and skills.

e. Personnel Policies.

Staff members are governed by written personnel policies that conform to federal and state law and by the specific requirements of their job description. Personnel policies, procedures and guidelines are set out in full in the Personnel Policies and Employee Handbook.

f. Lines of Authority.

The lines of authority, communication and responsibility between board and staff are clearly understood and documented in the Personnel Policies and Employee Handbook.

g. Compensation and Benefits.

TPE shall provide fair and equitable compensation, appropriate to the scale of the organization.

h. Working with Consultants.

Consultant and contractor relationships are clearly defined, are consistent with federal and state law, and, if appropriate, are documented in a written contract. Consultants and contractors are made aware of sections of *TPE Standards and Practices* that are relevant to their work.