IMPORTANT INFORMATION

Some were extracts from GHHS Volunteer Orientation Handbook and 2018 Policy Manual

Government House Historical Society (GHHS) Volunteers and Members

Volunteers and Members are invaluable assets to the Society. Indeed, there would be no GHHS without its volunteers and members. Since inception, volunteers and members have contributed immensely to advancing the Society's goals by ensuring that Government House remains a point of attraction to visitors from around the world and to residents of Saskatchewan. The hard work of all volunteers and members has kept the Society strong and viable.

Benefits for Volunteers and Members

Additional training: All volunteers receive training and instruction in the area they choose to volunteer. Each Committee Chair or representative provides an in depth training for volunteers before they start working with committees of their choice.

Skills Training: If your area of volunteer requires that you go for specific skills training, GHHS will pay for such training. The training might become an asset in your job search in the future.

Gaining self-confidence: Volunteerism enhances your self confidence in your relationship with people and helps you develop skills such as public speaking.

Luncheon: Provincial Capital Commission host an annual volunteer appreciation luncheon to thank GHHS volunteers for their hard work. Volunteers who accumulated 10 volunteer hours in the previous year are eligible to attend this luncheon.

Award: GHHS created the Marge Ewart & Betty Westmoreland award in 1996. All volunteers qualify for nomination for the Marge Ewart & Betty Westmoreland award in recognition of their commitment to the activities of GHHS. Letters of recommendation could also be given to volunteers who are nominated for other awards in the community. See more information on awards under Volunteer Recognition Committee.

Liability Insurance: Volunteers under the age of 80 are eligible for coverage in the event of any injury while volunteering with GHHS.

Meeting new people: Volunteering also opens up opportunity to meet new people.

Quarterly Newsletter: All volunteers and members (including GHHS Junior members) receive The Society Times through which they are informed of past and upcoming events.

Jocko's Friends (GHHS Junior members): For just $5:00 a year, your child can become a member of Jocko's Friends. Junior members (ages 6-12); Senior members (ages 13-16). Benefits include: invitation to special members' events; a gift bag after five visits to the House in one year.

Membership Fees & additional benefits: The Society encourages all volunteers to consider becoming members. Annual membership fee for adult is $20, couple $35, senior (55+) $15, senior couple (55+) $25, Student (university) $10. Upon approval of your membership, in addition to the benefits listed above, you will also receive a $5 members only coupon to be used towards any regular Victorian Tea; an evening at Government House with the Lieutenant Governor, opportunity to volunteer, etc.

Volunteers' Rights, Responsibilities and Policy

Volunteers have the right to:

- Be given assignments according to their interests and skills
- Be provided with training and materials to do proper jobs
- Be informed about the organization
- Be treated as colleagues
- Be treated with respect
- Be recognized for contributions
- Be consulted about their work

Volunteers have the responsibilities to:

- Record their hours
- Be dependable and loyal
- Be respectful
- Accept supervision
- Participate in training and discussion
- Understand staff and volunteer roles
- Learn about the institution
- Report concerns to committee chair

Volunteer Policy:

- All volunteers signed this document
- In February of each year the Volunteer Coordinator will send a notification to all committee chairs requesting the Code of Ethics be reviewed with their committee members.
- This Policy is reviewed and signed every 3 years by all volunteers.
- **During information sessions, all new volunteers will receive and sign volunteer policy.**

Time commitment: This varies from one committee to the other. For example, volunteering for the Victorian Tea might require about 10 hours every month while volunteering with Jocko's Friends might only require three hours when they have an event. Your level of involvement will determine the total volunteer hours that you will put in each month. However, volunteers are required to work at least 10 hours a year to maintain their status with GHHS.

Recording volunteer hours: Volunteers are encouraged to record hours they spent on any task assigned to them. For volunteer work done at Government House, volunteers are required to sign in when they come and sign out when they leave. There are occasions when volunteers are assigned tasks they work on at home, hours spent on such tasks are recorded by volunteers (ask GHHS Volunteer Coordinator for volunteer hours' record form). These hours are submitted to the Volunteer Coordinator monthly as a record of different activities GHHS volunteers have helped with. The hours show which volunteers met the annual 10 volunteer hours' requirement to maintain their status. Some recognition awards also require a minimum number of volunteer hours to receive or qualify for nomination.

Other Information

Process for recruiting new volunteers

- All new volunteers are to submit online or paper based completed New Volunteer Form to the office.
- Volunteer Coordinator receives the form and contacts volunteers to discuss interest in the society and make arrangement with new volunteers to attend Information Session.
- If new volunteers expressed interest in more than one activity, at the information session, volunteers will be encouraged to list activities in order of priority to help determine how best to assign volunteer duties.
- New volunteers will be introduced to the committee chairs who will arrange orientation based on specified interest
- All names of volunteers who have completed the above processes will be added to the list of volunteers based on areas of interest they indicated.

Mentorship and Training

- New volunteer will be teamed up with an experienced volunteer for the first few volunteer shifts.
- Long-time volunteers are to be encouraged to become mentors to new volunteers (succession planning)

GHHS Committee Members & Chair

- Volunteers may be a member of a committee without being a member of the Society and may represent the Society when delegated by their committee. Decision is yet to be made regarding if a chair of a committee should be a member of the Society.

Committees & Volunteers

- When committees are holding events, request for volunteer form is completed and submitted to the Volunteer Coordinator, who will in turn contact volunteers that will be needed for such events. In situations when committees need extra volunteer help, Committee chairs are to contact volunteers from the list of current volunteers who indicated interest in their committee or contact the Volunteer Coordinator to discuss their volunteer need and how to get more help.

- Committee Chairs will receive updated list of volunteers interested to work with each committee periodically.

Inactive Volunteers

- Volunteers who have not worked in the previous 24 months will be contacted and moved to inactive file based on findings.
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Criminal Record Check

1) Prior to accepting a nomination for the Board of Directors, all applicants are required to provide a copy of an acceptable current Criminal Record Check. Persons who have accepted a nomination from the floor at the Annual General Meeting must submit a Criminal Record Check within 30 days of the Annual General Meeting.
2) Members or volunteers that are in direct contact or supervision of Vulnerable Persons, according to Section 6.3 (1) and Section 6.3 (3) of the Criminal Records Act, require a valid Vulnerable Sector Check prior to volunteering.
3) All Criminal Record Checks and Vulnerable Sector Checks would be considered valid for 5 years. A copy of valid Checks that have been conducted for other organizations will also be accepted. For Board members, an annual sign-off if nothing has changed since their Criminal Record Check, would be at the first Board meeting after the Annual General Meeting. For other volunteers, their annual sign-off if nothing has changed since their Criminal Record Check and Vulnerable Sector Check, would be at a specified date set by the Board.

Information Session and Dress Code: Dress code is required in some activities of the Society, while an information session is also required for other activities. Detailed information on such requirements is usually given out to volunteers when they are contacted.

Food Handling Course: Volunteers who work in the kitchen are not required to take this course but at any given time during food preparation, at least one volunteer among the group must have valid food handling certificate.

Volunteer Recognition Committee

In its effort to appreciate the hard work of GHHS volunteers, the board approved the creation of the Volunteer Recognition Committee. Members of this committee will work with the Volunteer Coordinator to:

- Recommend and plan different volunteer appreciation activities
- Ensure the successful implementation of volunteer appreciation activities.
- Poll GHHS volunteers annually or as agreed to gather relevant information on how they could best be appreciated
- Nominate volunteers for recognition and awards.

Awards: Below are some of the awards that GHHS Volunteers can be nominated/qualify for in recognition of their commitments to the mandate of the Society to preserve, promote and enhance Government House as a public heritage site.

- **New Volunteer Award** – Volunteer provided 50 cumulative hours of volunteer service to GHHS/GH projects and programs in the year s/he joined GHHS **or in his/her first full calendar year.** Volunteer receives a certificate.
- **Loyal Service Award** – Volunteer has provided 150 hours of volunteer service to GH and/or GHHS in the previous calendar year. Volunteer receives a certificate.
- **Dedicated Service Award** - Volunteer has provided 300 hours of volunteer service to GH and/or GHHS in the previous calendar year. Volunteer receives a certificate and one-year free membership.
- **Volunteer Recognition Award** - The VRC selects the recipient of "the Volunteer Recognition Annual Award based on the "contributions the volunteer has made to the Society "and GH", and the submissions received from the various GHHS Committees. Volunteer receives an engraved personalized pen and one-year free membership.
- **Marge Ewart & Betty Westmoreland Award** – Volunteer is also member and has been with GHHS for 15 years. Recipient receives an engrave personalized pen, name engraved on plaque and displayed in Government House and becomes a life time member.

Jocko's Friends (GHHS junior members) Awards

- **Graduation Award -** A member of Jocko's Friends who has been a member prior to turning 17. **Multiple individuals each year may qualify for this award.**
- **Dedicated Service Award -** Volunteers have provided 10 or more hours of volunteer service to GHHS/GH projects and programs in the previous calendar year. **Multiple individuals each year may qualify for this award.**
- **Loyal Service Award -** Volunteers have provided three (3) to nine (9) hours of loyal service GHHS/GH projects and programs in the previous calendar year. **Multiple individuals each year may qualify for this award.**

Information on the above achievements will be published in the Newsletter.

Partners

Provincial Capital Commission (PCC)
PCC is responsible for three agencies (Wascana Centre Authority, Saskatchewan Archives, and Conexus Arts Centre) and the North West Territorial Building.

Government House (GH)
Government House is part of the Provincial Capital Commission. Government House provides visitors an accessible historic place to preserve, promote and celebrate Saskatchewan's living heritage. Through educational experiences, engaging programs and collaborative partnerships, Government House delivers and promotes the story of Government House.

Government House Foundation
The Government House Foundation's objective is to ensure Government House is an educational and historical resource for all of Canada. The Foundation also preserves and enhances the Government House heritage property by promoting public awareness of: its character, setting, and décor, its historic and cultural values, significant events in the governance of Saskatchewan, and the history of Saskatchewan.

Lieutenant Governor's Office
Canada is a parliamentary democracy with a constitutional monarchy. The Lieutenant Governor plays an important role as the representative of the Head of State, reading the Speech from the Throne, formally appointing premiers and cabinet ministers, opening and proroguing (closing).

GHHS Leadership Team

GHHS BOARD MEMBERS

President	- Sheila Carson
Vice President	- Vacant
Secretary	- Kevin Gooding
Treasurer	- Adrian Golbey
Director	- Adedeji Adesina
Director	- Charlene Balion
Director	- Lorna Bingaman
Director	- Ken Exner
Director	- Sharon Hurst
Director	- Nadine Johnson
Director	- Bonnie Racz
Director	- Jennifer Thompson
Director	- Gayle White

GHHS Committee Chairs

BLACK TIE AUCTION*
Chair: *Cyndy Findlay* 306- 584-8646
cyndy.findlay@myaccess.ca

BY-LAWS & POLICY
Chair – Sheila Carson 306-761-1767
sheilacarson47@gmail.com

COLLECTIBLE SALES
Co-Chairs: *Nettie Uhren* 306-586-4929
pam@accesscomm.ca &
Ronda Schmalenberg 306-543-7706
rschmalenberg@sasktel.net

COMMUNICATIONS
Chair: *Dale Richardson* 306-543-0560
dale.richardson@sasktel.net

DICKEN'S YULETIDE CONCERT
Chair: *Lorna Bingaman* 306-789-3185
lornabingaman@hotmail.com

MEMBERSHIP
Chair: *Kevin Gooding* 306-527-0201
kgplanter@sasktel.net

JOCKO'S FRIENDS (Junior members)
Chair: *Elaine Giroux-Sylvestre* 306-949-6906
egs@accesscomm.ca & *Robin Brockett*
306-201-4724 robin_brockett@hotmail.com

MUSEUM
Assistant Manager, GH: *Chad Debert*

NEW EVENT
Chair: *Charlene Balion* 306-585-9776
chardae@sasktel.net

THE SOCIETY TIMES – Newsletter
Rebecca Otitoju 306-787-5363
rebecca@govhousesociety.com

VICTORIAN TEA ROOM
Coordinator: Bonnie Racz 306-525-0557
bracz@sasktel.net

VOLUNTEER RECOGNITION COMMITTEE
Chair: *Rebecca Otitoju* 306-787-5363
rebecca@govhousesociety.com

WEB SITE Managed by Volunteer Coordinator

GHHS Contact Information

- **Address:** Government House Historical Society 4607 Dewdney Avenue, Regina, SK S4T 1B7
- **Phone:** 306-787-5363 (Please leave a message for Rebecca, GHHS Volunteer Coordinator).
- **Email:** rebecca@govhousesociety.ca
- **Website:** www.govhousesociety.ca.

Volunteers don't get paid, not because they are worthless, but because they're priceless - Sherry Anderson

Definition of a Volunteer:

Doing more than you have to because you want to, in a cause you consider good - Ivan Scheier

Thank you for becoming a volunteer with the Government House History Society.

GHHS

Updated March 2019