**Job Title:** Volunteer, The FPIES Foundation

**Elected/Appointed Position:** Appointed by application approval for volunteer needs

**Duration of Term:** Volunteer

**Main Objective of Role:**

A Volunteer of the The FPIES Foundation works together with the Foundation Executive & Board of Directors (BOD) to undertake projects and complete tasks vital to the progression of the mission of The FPIES Foundation.

Types of volunteer work:

* Project Volunteer (1:1 and specific project endeavors with/for the Foundation)
* Helping with a group activity/community event/seasonal volunteer
* Parent Advisory Panel: a Panel of active parents who provide ongoing advisement and ideas for Foundation activities and projects
* Minimum 3-6mo service as project volunteer prior to applying for appointment to parent advisory panel.
* Appointment approval based on needs of the Foundation and Volunteer Eligibility.
* Volunteer Board Committee
* Minimum serve 6mo. service with the Foundation prior to serving on the volunteer board committee.
* Appointment approval based on needs of the Foundation and Volunteer Eligibility.
* Other assignments/projects as determined to fulfill the mission of The FPIES Foundation.

**Requirements/ Prerequisites:**

* General understanding of FPIES
* Volunteer Application and approval process
* Thorough understanding of the mission of The FPIES Foundation (see orientation)
* Upholding the values of The Foundation (see orientation)
* Commitment to furthering the mission of The FPIES Foundation (see orientation)
* Volunteer Agreement
* Adherence to The FPIES Foundation Code of Ethics (see below)
* Adherence to The FPIES Foundation Conflict of Interest (see Code of Ethics)
* Adherence to The FPIES Foundation Confidentiality Agreement

**Primary Tasks:**

* Works in good faith with the Directors, board members and volunteers to carry out mission of the FPIES Foundation and towards the overall achievement of our goals
* Serves as an ambassador for the organization's work and values to the community; representing the organization in a positive manner, and acting as a spokesperson only when such authority has been delegated to me by the board.
* Acts and makes decisions that are in the best interest of the organization, and discloses any conflicts of interest.
* Stays informed about the organization, asks questions and requests information as needed to complete tasks assigned.

**Relationship to The FPIES Foundation:**

* Volunteers to The FPIES Foundation are responsible to all members of the Executive Directors & BOD and to the FPIES Community at large

**Other Relationships Significant to Role:** In order to work well with the directors, board and fellow volunteers and to present The FPIES Foundation in the best possible light, volunteers are expected to adhere to the following policies while serving as a volunteer. Failure to comply may result in termination of the volunteer role.

* **Board Relations:** All volunteers must be willing to work with any and all of the Foundation Executive Directors & Board, as well as with other volunteers as needed.
* **Medical Advisory Board relations:** All volunteersare prohibited from using The FPIES Foundation property, information, or position for their children’s medical care or their personal gain with any members of the Medical Advisory Board.
* **Community relations:** The success of our organization depends upon the quality of the relationship between The FPIES Foundation, directors, board, volunteers, and the community (families and medical providers) we serve. The first impression of those we serve is greatly formed by the people who serve them. In a sense, regardless of your position, the more goodwill you promote, the more those we serve will respect and appreciate all that is done by The FPIES Foundation for the community.
* **Volunteer feedback:** The FPIES Foundation encourages volunteers to make suggestions, voice concerns and give ideas about how the foundation fulfills its mission to the community. We are always looking for new ideas so if you have any ideas to share, please speak with the directors/board.
* **Ending your volunteer role:** Volunteerscan cease their volunteering role with The FPIES Foundation upon the completion of any volunteer project/assignment, or when not currently engaged in a project/ assignment. We ask volunteers to please complete any assignment they have signed up for (we really are counting on you!). But, if after completing an assignment, there is a need to withdraw, we will understand. Please notify The FPIES Foundation by e-mail to express intentions to stop or take a break in volunteering, and provide The FPIES Foundation with feedback as to why (so we can make adjustments in our program, as needed).

**Volunteer Handbook:**

Volunteer Application

Volunteer Agreement

Volunteer Job Description

Code of Ethics (included in job description)

Conflict of Interest (Code of Ethics)

Volunteer Confidentiality Agreement

Volunteer Self Evaluation

Volunteer Member Removal Policy

The FPIES Foundation Volunteer Orientation (including organizational structure)

Project proposal Guidelines

Committee Guidelines (where applicable)

**Supplemental Documents Related to Position Roles/Responsibilities:**

Bylaws of The FPIES Foundation

Conflict of Interest Policy of The FPIES Foundation

Volunteer Member Policy and Procedures

**Code of Ethics**

The FPIES Foundation Code of Ethics governs the standard of conduct and business ethics expected of the directors, officers, committee members, volunteers and any employees of The FPIES Foundation. If any portion of the Code is violated it could result in disciplinary action or removal from the Foundation (as outlined in the Volunteer member removal policy). Directors, officers, committee members, volunteers and employees of The FPIES Foundation must

* Adhere to the letter, intent and spirit of this Code and of all laws, rules and regulations applicable to the conduct of The FPIES Foundation’s activities
* Exercise high standards of integrity and sound ethical judgment.
* Strive to be responsible citizens in the community we serve
* Conduct themselves in a manner that will not be an embarrassment or detriment to The FPIES Foundation
* At all times, communicate information that is full, fair, accurate, timely and understandable
* Give their complete loyalty to the best interest of The FPIES Foundation
* Work to provide a safe and secure working environment.
* Refrain from:
	1. Abusive language towards a staff member, volunteer or another participant
	2. Discourtesy or rudeness to a fellow participant, staff member or volunteer
	3. Failure to follow any agency policy or procedure
1. **LEGAL COMPLIANCE.** The FPIES Foundation shall comply with all governmental laws, rules and regulations in all of its activities. This means that directors, officers, volunteers and employees are to avoid any activity that involves or could lead to the involvement of The FPIES Foundation, its assets or its directors, officers, volunteers or employees in any unlawful practice.
2. **COMMUNICATIONS.** All The FPIES Foundation communications, whether external or internal, shall be accurate and complete. All accounting for donations and distributions shall be done in a manner that is not only acceptable accounting, but also enables a good and accurate understanding of the business affairs for donors, clients and the community.
3. **FAIR DEALING.** Agency directors, officers, committee members, volunteers and employees should endeavor to deal fairly with The FPIES Foundation’s donors, clients, employees of clients, suppliers’ employees and others.
4. **CONFIDENTIAL INFORMATION.** Directors, officers, committee members, volunteers and employees shall protect TFF’s confidential information as well as that of its donors, clients, suppliers, volunteers, fellow employees and others who disclose any information to The FPIES Foundation on a confidential basis. The FPIES Foundation’s policy is that all information developed or shared as the result of its activities is proprietary to The FPIES Foundation and an important asset in the operation of The FPIES Foundation’s services, and the unauthorized use or disclosure of this information is prohibited. (see Confidentiality Agreement)
5. **CONFLICTS OF INTEREST**. Directors, officers, committee members, and employees shall avoid any personal influences or relationships that would affect their ability to act in the best interests of The FPIES Foundation. (See the The FPIES Foundation Conflicts of Interest policy)
	1. Conflict of interest is a divergence between a person’s private interests and professional obligations which may cause an independent observer to question research, clinical practice, education or leadership actions taken that may have been influenced by consideration of conflict of interest.
6. **CORPORATE OPPORTUNITIES.** Directors, officers, committee members, volunteers and employees are prohibited from (a) taking for themselves opportunities that are discovered through the use of The FPIES Foundation property, information or position; (b) using The FPIES Foundation property, information, or position for personal gain, and (c) competing with The FPIES Foundation.
7. **PROTECTION AND PROPER USE OF AGENCY PROPERTY.** The FPIES Foundation directors, officers, committee members, and employees are charged with safeguarding The FPIES Foundation's assets and property and ensuring their efficient and proper use.
8. **REPORTING OF ILLEGAL OR UNETHICAL BEHAVIOR**. Directors, officers, committee members and any employees are required to report suspected misconduct of any nature.
9. **EMPLOYMENT PRACTICES**. The FPIES Foundation is committed to maintaining a safe work place free from illegal discrimination, intimidation, harassment, and retaliation.
10. **ELECTRONIC MAIL AND INTERNET USE.** Agency provided electronic mail and Internet access shall be for The FPIES Foundation’s business purposes only and used responsibly at all times.

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received the Volunteer Job Description, Orientation and Handbook. I have reviewed the Code of Ethics, Conflict of Interest, and Confidentiality Policies and commit to honor the roles and responsibilities outlined above to the best of my abilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Director signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

**Volunteer Handbook:**

* + - Volunteer Application
		- Volunteer Agreement
		- Volunteer Job Description
		- Code of Ethics (included in job description)
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		- Volunteer Confidentiality Agreement
		- Volunteer Self Evaluation
		- Volunteer Member Removal Policy
		- The FPIES Foundation Volunteer Orientation (including organizational structure)
		- Project proposal Guidelines