

TOWN OF PITTSFIELD, N.H.

VOLUNTEER POLICY

Municipal volunteering is an activity where individuals decide, freely and by choice, to enhance the Town without expectations of financial or other rewards in kind. Volunteers benefit by gaining a greater understanding and appreciation for their local government while simultaneously strengthening the community's bond. People volunteer for many reasons and the Town values their contribution, commitment, and participation. Their involvement compliments the work the Town undertakes, but does not replace the work of paid staff members.

Section 1. Scope

This policy pertains to volunteers appointed by the Board of Selectmen.

Section 2. Purpose

1. To recognize the essential role that volunteers play in building a healthy and vibrant community and in contributing to making the Town of Pittsfield a community of choice for present and future generations.
2. To utilize motivated citizens to enhance and supplement the productive work of the Town to improve the quality of life of the citizens and the Town of Pittsfield through the generous efforts of volunteerism.
3. To provide guidance and direction to volunteers and Town officials engaged in volunteer involvement. This policy shall govern those volunteers utilized by Town boards, commissions, committees, and departments.
4. To develop systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and for minimizing risk to the organization and to the volunteers.
5. To provide a framework for municipal volunteers to complement and/or supplement Town of Pittsfield's programs, services, and events.
6. To ensure that municipal volunteers understand their responsibilities and commitments to the Town of Pittsfield.

Section 3. Definitions

Volunteer – an individual performing services for a government entity who does not receive compensation, other than reimbursement for expenses actually incurred for such services. In the case of volunteer athletic coaches or sports officials, such volunteers shall possess proper certification or validation of competence in the rules, procedures, practices, and programs of the athletic activity. *See* NH RSA 508:17, V (c).


Vulnerable Person – a person under the age of 18 or a person living with a disability who is in need of assistance to meet their basic needs with regards to personal care or the management of their property.

Section 4. Procedure

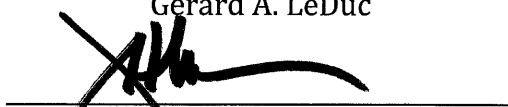
1. The Board of Selectmen will determine available volunteer roles and will delineate the qualifications, duties, and responsibilities for each available role.
2. All individuals interested in volunteering will complete a volunteer appointment application and submit it to the Board of Selectmen.
3. The Board of Selectmen will implement a consistent selection process that is appropriate for the particular volunteer role. The process may include a recommendation by the department head or by the chair of the board/commission/committee that the volunteer is seeking to assist, as well as interviews, reference checks, and/or a criminal records background check.
4. Depending on the nature of the volunteer role, the Board reserves the right to require individuals conditionally accepted as volunteers to cooperate with and satisfactorily complete, as determined by the Board, a criminal records background check or a motor vehicle driver record before a final acceptance is offered. Specifically, but without limitation of the foregoing, individuals conditionally accepted as volunteers whose volunteer role will involve them working with a vulnerable person will be required to cooperate with and satisfactorily complete, as determined by the Board, a criminal records background check. However, criminal records background checks may not be required for persons volunteering specifically for “one time” events (i.e. special events).
 - a. The cost associated with this check may be reimbursed by the Town.
 - b. Any volunteer whose acceptance was conditioned on receipt of a satisfactory criminal records background check will be required to cooperate with the Town’s efforts to receive an updated and satisfactory check at least every three years.


5. Individuals will not begin their volunteer role until all required paperwork has been completed, including the receipt of a satisfactory records' background checks, if applicable.
6. Training will be provided as needed and appropriate to the volunteer role.
7. Depending on the nature of the volunteer activity, an oath of office or a volunteer service agreement may be required.
8. Volunteers will be expected to follow the Town's policies and required to confirm in writing that they will do so with regard to their volunteer role.
9. The Board of Selectmen may revoke its acceptance of a volunteer, at its sole discretion, with or without notice or cause.

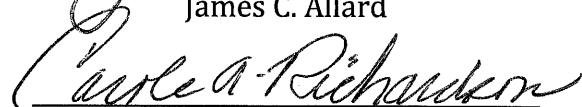
Revised on May 23, 2023


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Revised for addition of section for Scope
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