



POLICY ID	OP-V-02	SUBJECT	VOLUNTEER DATABASE INFORMATION ARCHIVE POLICY
SECTION	VOLUNTEERS		
EFFECTIVE DATE	JULY 28, 2020	REVIEW CYCLE	EVERY THREE YEARS
DATE AMENDED		NEXT REVIEW	JULY 2023

Policy

The CCEB appreciates the important role of volunteers in the organization. Records of volunteers with two consecutive years of inactivity will be moved to an archive file in the CCEB database. Volunteers whose records have been archived will no longer receive annual renewal requests unless they ask the CCEB to return them to the volunteer pool.

Purpose

To ensure the volunteer database is populated with individuals who would like to be considered for volunteer assignments, the database should be maintained and inactive volunteers moved into an archive file. Volunteers have the right to discontinue their activity with the CCEB from time to time without continuing to receive email requests.

Definitions:

In this policy:

“CCEB” means the Canadian Chiropractic Examining Board.

“CEO” means the Chief Executive Officer (CEO) of the CCEB.

“CCEB volunteers” are registered, licensed, and actively practicing chiropractors in Canada (with the exception of Public Members sitting on the Board of Governors) who are not affiliated with a chiropractic educational institution. They are able to serve as an active volunteer, to submit their annual update forms on a timely basis, and to undergo training by the CCEB.

Process

1. The CCEB Logistics and Volunteer Coordinator sends the annual update package to the previous year’s volunteers after one year.
  - a. The CCEB tags volunteers who have not responded by the set deadline as inactive for the year.
2. The CCEB Logistics and Volunteer Coordinator sends the annual update package to inactive volunteers after year two has passed.
  - a. If no response is received for this second consecutive year, then the volunteer file is removed from the data base and placed in a volunteer archive file.

3. Archived volunteer history will be retained for 5 years as per our Document Retention Policy OP-DOC-02, after which it will be deleted from the system.

#### Scope

This Policy applies to the volunteers of the CCEB.

#### Responsibility

Approval: The CEO is responsible for approving this policy and any changes hereto.