



| | | | |
|----------------|---------------|--------------|---|
| POLICY ID | OP-V-01 | SUBJECT | VOLUNTEER REWARDS, RECOGNITION AND TRANSITION |
| SECTION | VOLUNTEERS | | |
| EFFECTIVE DATE | JULY 28, 2020 | REVIEW CYCLE | EVERY THREE YEARS |
| DATE AMENDED | | NEXT REVIEW | JULY 2023 |

Policy

The Volunteer Rewards, Recognition and Transition Policy is the framework for acknowledging chiropractic and other volunteers at the CCEB for contributing their time and work to the organization. It also governs the transition of volunteers between roles and away from volunteering for the CCEB.

Purpose

Rewards and Recognition

The CCEB appreciates the commitment of CCEB volunteers to the organization and profession. The organization recognizes that work for the CCEB takes away from office hours and family time. Rewards and recognition are a non-salary acknowledgement of this contribution.

- *Rewards and compensation discussed under this policy are unrelated to the reimbursement of travel and accommodation costs for volunteers under Policy OP-FIN-01 Expenses.*
- *Reimbursement of governor travel and accommodation costs is covered under Policy BP-G-05 Board Expense. Governor fees payable to members of the CCEB Board of Governors are set forth under policy BP-G-06 Governor Fees.*

Transition

The CCEB is committed to continuous improvement and fairness. It adds new volunteers and removes existing volunteers in a routinized fashion (volunteer rollover) to ensure fairness in the volunteer recruitment process. The CCEB independently rotates active volunteers between different examination roles based on examination needs and not seniority. This rotation, which is at the full discretion of the CCEB CEO, mitigates against future training and experience gaps in the CCEB volunteer pool.

As per Policy OP-V-01 Volunteer Database Information Archive Policy, *“Volunteers with two consecutive years of inactivity will be moved to an archive file and will no longer receive annual renewal requests, unless they contact the CCEB to be added to the volunteer pool again.”*

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.

Exam or workshop participation reward:

Volunteers receive a \$50.00 gift card per 8 to 10-hour day of participation in each exam, workshop or any of the virtual committees under accounting code 52700. Participants volunteering for two to four hours only receive a \$25.00 gift card.

CCEB volunteers are most often called upon for Component C examinations or for various committees, but the CCEB may call upon the expertise of any volunteer in its database on an *ad hoc* basis to perform specific tasks within their particular scope of expertise/interest.

Exam volunteer recognition for years of service

Volunteers will receive the following tokens at five-year intervals for their years of service:

- Five years (Silver) – Certificate
- Ten years (Gold) – Pin
- Fifteen years (Platinum) – Cheeseboard made of wood with the CCEB logo on top in the centre
- Twenty years (Lifetime Achievement award) – Knife set, unless the volunteer has already received a similar gift, in which case the CCEB will select an alternate gift.

Responsibility for tracking volunteerism and rewarding volunteers rests with the Logistics and Volunteer Coordinator.

Recognition for Item Writing/Acceptable Competency Level and other committee members

- More than five years of continuous commitment to the Committee, upon departure/rollover – Knife set
- Fewer than five years – Thank you card and \$50.00 gift card

Scope

This policy applies to all CCEB volunteers.

Responsibility

Approval: Any changes to this policy must be approved by the CCEB CEO.