



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	JULY 4, 2023	NEXT REVIEW	JULY 2026

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.

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.

Purpose

To ensure that the CCEB volunteer program supports best practice, continuous improvement and succession planning for the CCEB.

Process

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.

Refer to OP-GEN-05, the CCEB General Expense Policy for information about expense reimbursement.

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.”*

Scope

This policy applies to all CCEB volunteers.

Responsibility

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