



## Volunteer Program Information:

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SNAP recognizes the immense value of our volunteers and their contributions to the overall health and growing capacity of our organization. We also understand that each individual comes to us with different motivations behind their volunteer contributions, SNAP staff want to work with you to ensure you receive the best outcomes from the time you give to our organization. We see our relationship with volunteers as fulfilling needs for the organization AND the volunteer, but in order to maintain this balance we need your input and regular communication from you about your goals and motivations as they evolve.

The following document will outline available volunteer positions and the time commitments and expectations of each volunteer level.

*Our volunteers will normally fall into one of the following four categories:*

### **Casual Volunteer:**

Casual Volunteers are those who enjoy giving time to the organization on a casual basis from time to time, they may be members of the organization but are not required to be to fulfill this role. Casual volunteers are generally motivated by their desire to contribute to the organization, and be part of the SNAP community but may not have the time available for consistent volunteering. Casual volunteer positions will be filled on a first requested first assigned basis and these opportunities will be communicated via our regular Volunteer Calls email list.

#### *Possible casual volunteer roles:*

- Bartending at exhibition openings and special events
- Support at community drop-in and special events
- Gallery prep and painting
- Facility cleaning and maintenance
- Delivery/distribution of publications and other print materials
- Casino events
- Other duties as required and assigned

**Regular Renter Volunteer:**

Regular Renter Volunteers are those who intend to exchange their volunteer hours (20) for printshop access.

**Regular Renter Volunteers must:**

- Be members of SNAP (and maintain their membership annually).
- Have received a printshop orientation.
- Be approved for independent access by the Printshop & Programs Coordinator.

For those volunteers who qualify for this volunteer program SNAP will exchange 20 hours of completed, approved and logged volunteer time for 1 month (30 consecutive days) of printshop access.

The volunteer is responsible for tracking and logging their own volunteer hours. Volunteer hours **MUST** be logged by the volunteer within 30 days of the volunteer shift. Volunteer hours are to be logged online through the form which is accessible via the drop-down menu in the member portal ("Your Account") on the SNAP website - please note that Members must be logged in to access this form.

Volunteer hours must be exchanged for Printshop access within 18 months of the date of the volunteer contribution, after this time hours will expire and become ineligible for exchange.

Volunteer hours cannot be exchanged for individual studio space, they are only credited toward general printshop access. Supply fees will still be assessed and a current signed rental agreement outlining all printshop rules must be on file. Currently, volunteer hours are not transferable to another member for printshop access, but we are assessing the feasibility and value of this option.

We strongly encourage all SNAP members who qualify for this volunteer program to make use of this benefit. If you qualify as a Regular Renter Volunteer and you require printshop access for an upcoming project, deadline or exhibition that you are working toward we will work with you to help fill your volunteer hours, so please let us know!

***Possible Regular Renter Volunteer positions:***

- Bartending at exhibition openings and special events
- Key positions at community drop-in and special events (including print facilitation and cash handling)
- Community outreach events
- Gallery prep and painting
- Facility cleaning and maintenance
- Delivery/distribution of publications and other print materials
- Teaching assistant positions for Education Programs
- Casino events
- Other duties as required and assigned

**Standing Committee Member:**

SNAP has a number of standing volunteer committees that support our operations or work in an advisory capacity. Appointments to committees are made annually as spots become available and we generally ask for a minimum 2 year commitment from our committee members and expect regular attendance and contributions at meetings and that committee members will fill key leadership roles at our events. We fill seats on our committees from our membership and pool of committed regular and casual volunteers. Many of our Regular Renter Volunteers also sit on committees and hours accumulated through committee work can be applied to the exchange of printshop access program adhering to all the guidelines as outlined above.

Our current standing committees are as follows:

***Special Events Committee:*** This committee of 5-7 SNAP members meet monthly (or more regularly working up to events) in order to plan and implement a series of 4 special events throughout the year including: Print Night, Drink & Draw, Block Out & Print Affair. This committee determines the themes and activities at events and work toward meeting our fundraising goals, connecting with artists, musicians, event sponsors and donors and raising the profile of SNAP in the community.

***SNAPline Committee:*** This committee meets monthly in order to plan and implement the themes, editorial content and design of our quarterly publication SNAPline. Members of this committee will have special expertise in publications, editing or graphic design and a general interest and investment in working directly with SNAPline contributors to advance the quality of our publication program while raising the profile of SNAP in the community.

***Printshop Committee:*** This committee meets quarterly or as needed and acts in an advisory capacity in order to support SNAP staff and advocate in the best interests of our printshop renters and artists. This committee is made up of SNAP members who are active printshop users, have technical expertise and experience with our education programs.

***Board of Directors:*** The SNAP Board of Directors is made up of (normally 12) diverse members, with at least half of those members being Artists. The Board of Directors meets monthly and is responsible for Governance, Strategic Planning and establishing Policy for the organization. Most of our Board members also sit on standing committee or volunteer their time to the organization in other capacities beyond their role on the Board. Board members commit to a minimum 2 year term and are elected by the SNAP membership annually at the SNAP annual general meeting.

## Code of Conduct

### SNAP Volunteers & Committee Members:

- Don't put the organization at risk.
- Don't put yourself at risk.
- Dress appropriately for the work you will be doing, during special events dress for a business casual environment. No clothing considered unprofessional or unsafe.
- Arrive on time, check in with staff or volunteer coordinator for your shift and always let someone know when you are finished or if you are leaving your assigned post.
- Don't be a jerk. If you have a choice between being nice and being a jerk, always pick nice.
- Don't be intoxicated or under the influence of known intoxicants (even if prescribed) on, during, or before your volunteer shift.
- If you are unsure of any communication or interaction with guests or other volunteers during your volunteer shift ALWAYS seek out the support of SNAP Staff or committee members for support. Always let SNAP staff manage difficult interactions if they arise.