

1 Organizational Aims

1. Volunteer Program

The volunteer program shall provide the following services as related to volunteerism to individuals, voluntary organizations, and the overall community:

- promotion of volunteerism;
- recruitment and referral;
- consultation and training; and
- matching of volunteers with the appropriate volunteer activity and/or organization available.

The Volunteer Bureau of Leeds and Grenville recognizes the varying degrees and scope of abilities people have to offer, as well as the varied nature of needs an agency may have for volunteer contributions. The Bureau will strive to achieve the best matching possible between individuals and agencies.

2. Income Tax Program

The Volunteer Bureau shall offer assistance in the preparation of income tax returns for people in the area who fall in the following categories:

- Unemployed;
- low income persons (as determined by Canada Revenue Agency);
- disabled; or
- shut ins.

3. Financial Management

The Volunteer Bureau shall acquire sufficient financial resources to carry out the established program and shall operate according to acceptable accounting practices, to include philanthropic endeavors.

4. Constitution and By-Laws

The Volunteer Bureau shall be organized and operate according to the policy established in the Bureau Constitution and By-Laws