



CHERUBS - The Association of Congenital Diaphragmatic Hernia Research, Awareness, and Support

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Support
Congenital Diaphragmatic Hernia
Public Awareness



CHERUBS RULES & REGULATIONS FOR VOLUNTEERS

Date of Creation: August 17, 2009

1. No Officer, Board Member, or Volunteer can represent CHERUBS without the expressed written approval of the president. This includes representation at functions and events; form letters to members, volunteers, and/or other board members; donation and/or sponsorship requests, fundraisers; media representation; legal representation; or any other type of representation not pre-approved.
2. No Officer, Board Member or Volunteer will attend, raise money for, promote or advocate for any other CDH organization other than CHERUBS, Hospitals and Members of ACDHO.
3. No Officer or Board Member will volunteer for, become a member of or promote any organization or entity that promotes any activities or organizations that CHERUBS has legal conflicts with.
4. No Officer, Board Member, or Volunteer will contact other Officers, Board Members, or Volunteers for personal advice, medical advice, legal advice, or any other reason other than the business of CHERUBS. This does not include personal friendships among our members or doctor-patient relations among our Medical Advisors.
5. No Officer, Board Member, or Volunteer will conduct any type of service; fundraiser; request for donations, services, supplies, sponsorship, information, and/or assistance of any kind; or any event in the name of CHERUBS without pre-approved written consent from the President.
6. No Officer, Board Member, or Volunteer will request any type of service, monetary donation of any kind, or item for personal use or benefit by using their role in CHERUBS as their reason for request.
7. No Officer, Board Member, or Volunteer will receive any type of personal or monetary compensation for their role in CHERUBS unless approved by the Board and funded through grants specifically acquired for employee pay.
8. No Officer, Board Member, or Volunteer will give out medical advice to any member of CHERUBS. This does not include Medical Advisors who give out medical advice to members who happen to be patients of theirs.
9. No Officer, Board Member, or Volunteer will implement new services for members of CHERUBS without the written consent of the president.
10. All new fundraisers, services, and large purchases of equipment or supplies must be pre-approved by submitting the proper paperwork no less than 60 days in advance.
11. All large mailings (postal and e-mail) made to members or outside parties in the name of CHERUBS must have written pre-approval by the president.
12. All member information is confidential and cannot be distributed in any way to third parties for any reason. This includes names, address, phone numbers, e-mail addresses, and other personal information. This also includes personal e-mails and post on volunteer software as well as the CHERUBS website forums. The only information distributed will be included on our website, parent matches, and newsletter and will be distributed by the discretion of the president.
13. Volunteers, Officers, and Board Members will not conduct or interfere in the duties of other volunteers, officers, or board members.
14. Volunteers, Officers, and Board Members will not assign their own duties to others, unless granted permission by the president.

15. Volunteers, Officers, and Board Members will not perform duties, conduct services, or any other type of involvement not specifically assigned to them.
16. Volunteers, Officers, and Board Members will treat everyone with respect. This includes at events, in e-mails and on Volunteer boards and the CHERUBS website forums. Bashing, rudeness and confrontational attitudes will not be tolerated. One warning will be issued. If the behavior continues then the person will be removed from their position and CHERUBS membership. No exceptions.
17. Volunteers, Officers, and Board Members will conduct themselves in a professional manner at all events. Any behavior deemed unprofessional will result in the person being removed from their position and banned from CHERUBS.
18. Board Members, Officers and State & International Representatives represent CHERUBS at all CDH functions or events, whether CHERUBS events or outside events. This may include, but is not limited to; talking to medical professionals, blood drives, walks, hospital visits, fundraisers, conferences, etc. They must conduct themselves with professionalism and ethically at all times at these events.
19. If a Board Member, Officer or Volunteer is found to have conducted themselves unethically or illegally in their personal or professional lives, they may be dismissed of their positions by a majority vote of the Board.
20. If ethical or legal problems arise with any volunteer all volunteers are deemed innocent until proven guilty, however volunteers can and will be questioned. Failure to respectfully and maturely respond to questions can be deemed as an admission of guilt and appropriate actions can and will be taken by our Advisory Committee. Additional legal actions may be taken as deemed necessary.
21. If a Board Member, Officer or Volunteer is found to participate in gossip, slander, personal attacks or other behavior that may result in unnecessary drama or emotional injury to members, this will result in the person being removed from their position and banned from CHERUBS.
22. Volunteers, Officers, and Board Members will abide by all milestone deadlines specific to their jobs and duties. Failing to meet deadlines can result in dismissal of their positions.
23. Volunteers, Officers, and Board Members must log on to their volunteer e-mail accounts at a minimum of once a month. They are responsible for keeping track of the webmail address, username and password and/or optionally setting up mail software and spam filters.
24. Volunteers, Officers, and Board Members must log on to the Volunteer Software at a minimum of twice a month. They are responsible for keeping track of the website address, username and password.
25. Volunteers, Officers, and Board Members must log on to the Volunteer Software and submit their volunteers hours to their timesheets within 1 week of volunteer time conducted. Each volunteer must have a minimum of 1 hour per month of volunteer work conducted and logged on their timesheets. Failing to volunteer for the minimum time each month without notifying a Volunteer Coordinator of a legitimate reason can result in dismissal of their positions.
26. Any ideas or projects created by volunteers for CHERUBS (ie books, songs, documents, graphics, etc) remain the intellectual property of CHERUBS.
27. All volunteers must complete assigned tasks or “milestones” on time or contact their Committee Leader or Volunteer Coordinator to discuss the milestone. 3 unexcused tardy or uncompleted milestones will result in a warning. Additional tardiness will be voted on and handled by the Volunteer Coordinators and Advisory Committee.
28. All volunteers who handle funds must report monthly to the President and/or Treasurer with full account details. All purchases must go through the President and/or Treasurer.
29. All volunteers who handle donations of money or goods must report monthly to the President and/or Treasurer with full account details.
30. All volunteers who handle donated goods must return all goods donated to CHERUBS to the home office within 30 days of receipt of goods or end of project with a full report. No goods donated to CHERUBS can be commandeered for other personal or professional purposes.
31. Because some volunteers work with children and/or funds, all volunteers are subject to criminal checks if deemed necessary by our Advisory Committee for the safety of members and of our organization.
32. Volunteer e-mail addresses and contact information of members cannot be used for reasons other than the business of CHERUBS.
33. Volunteers must read the “Volunteer Checklist” and agree that he/she is emotionally ready to volunteer for other CDH families
34. Non-compliance of any of these rules will result in immediate dismissal from our membership and when necessary, legal steps will be taken to receive compensation of monetary or material loss.

35. This Agreement shall be construed under the laws of the State of North Carolina, USA and any legal actions deemed necessary will be limited to the State of North Carolina in the United States of America.

I, _____, have read and understand all above mentioned Rules and Regulations and agree to follow each of them to the best of my ability. I understand that if I break any of the above Rules and Regulations, CHERUBS has the right to take actions deemed necessary to protect the best interests of the organization.

Signed

Printed Name

Date

Volunteer Position(s)

E-Mail Address

Phone Number

Mailing Address

Your CDH Child's Name

Your CDH Child's Date(s)