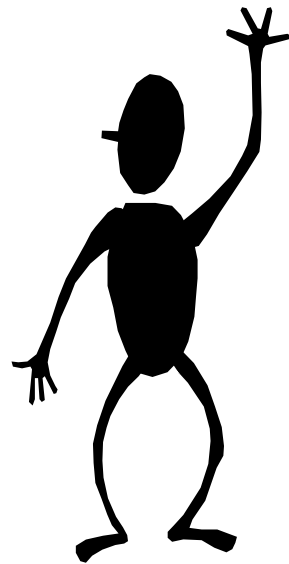


Dr Noble Irwin Regional Healthcare Foundation

Volunteer Handbook



Dear Friends:

Thank you for your interest in the Dr. Noble Irwin Regional Healthcare Foundation's volunteer program.

The Dr. Noble Irwin Regional Healthcare Foundation is a registered charitable organization whose goal is to gather funds to purchase much needed medical equipment for the people of Southwest Saskatchewan.

The Foundation has been blessed with an extraordinary core of dedicated volunteers, very generous with their time and talents. So, it is exciting for us that you too are interested in becoming a part of our team.

As you review this booklet, we are certain you can find something that will interest you and would allow us to work together as we:

“assist our Partners toward healthcare excellence”.

Volunteer Opportunities:

- **Special Events/Programs/Fundraising Projects**
- **Office Support**
- **Capital Campaigns**
- **Board of Directors**
- **Volunteer Co-ordinator**
- **Information Distribution**
- **Photographer**

Job Description:

Events Volunteer:

The Foundation will host at least 2 major fundraising events each year and to ensure these events run smoothly and successfully, there is always ways for an Event Volunteer to get involved.

As an events volunteer, you will have the opportunity to work with the Foundation staff, other volunteers and the general public host these events to a successful conclusion.

Examples of past & present Foundation events/activities:

1. Annual Golf Tournament (June)
2. Annual Your Family's Health RadioThon (September)
3. Humanitarian GALA
4. Festival of Trees
5. Art Auction
6. Home Lottery
7. Community Flea Market/Garage Sale
8. Mother's High Tea

Qualifications:

An Event Volunteer must be willing to have fun and be prepared to support other like-minded individuals wanting to improve their community.

Some of these events require that you to deal with money, so a comfort in this area and a Criminal Record check could be requested. Normally, good communications and customer service skills are helpful as you will be dealing with the public.

Time Commitment:

Depending on where you decide to support, as little as a few hours on the "day of" the event to several hours during the weeks "leading to" the event.

Job Description:

Office Support Volunteer:

Over the course of a year, the Foundation will prepare invitations; informational mail outs and specifically targeted solicitation letters that are distributed to the communities we serve. These packages are instrumental to the success of the Foundation as they keep our Donors and the public informed of healthcare needs and the Foundations efforts to fill these needs.

As an Office Support Volunteer, you will be able to assist the Foundation with:

- Prepare the mail out packages
- Make telephone calls on behalf of the Foundation
- Prepare mailing lists
- Stuff envelopes

Qualifications:

Good communications skills, ability to multi-tasking, have some creativity, be willing to have some fun and a desire to support your community with their healthcare needs.

Formally training in “office administration” would be beneficial.

Time Commitment:

The Foundation has an established program designed to inform the public as to what healthcare needs are presently been supported and where the public in general, can assist. This program calls for an ongoing annual plan of promotional activities and public solicitations which involves contacting our current Donors and potential supporters through mail; telephone and electronics. While much of this work is done by our staff, there are occasions where support is needed by willing and dedicated volunteers.

Job Description:

Capital Campaign Volunteer:

With the recent announcement regarding the replacement of the Palliser Regional Care Centre; the Prairie Pioneers Lodge and the Swift Current Care Centre with a new facility located near the Cypress regional Hospital, the Foundation will be called upon to support the equipment needs of this new facility.

As a Capital Campaign Volunteer, you can assist the Foundation and the Health Region to create a Long Term Care facility that will be the envy of all of Saskatchewan.

Qualifications:

You should be comfortable with approaching individuals, groups, businesses and/or corporations and be able to discuss the new facility, its importance to our community and how and where these individuals, groups and business can assist.

Being able to communicate this message and to connect with these people will allow the Foundation to meet their goals and commitment to this project – the full extent of which is not known at this time as the new facility is still in the planning stage.

Time Commitment:

Leading into the Campaign, Capital Campaign Volunteers will be called upon to meet and establish the goals of the campaign and the strategy to fulfill those goals.

During the campaign, Capital Campaign Volunteers will be required to approach an established list of potential supporters and carry the message of the Foundation and the goals of the campaign to these people.

Job Description:

Board of Directors:

The Dr. Noble Irwin Regional Healthcare Foundation Inc. is a Registered Charity, as defined by CRA regulations, that is guided and controlled by a group of dedicated volunteers who are charged with “setting the path” for the Foundation.

Board Members are selected annually, at the Foundation’s Annual General Meeting and are asked to sit for a 2 year term (maximum 3 terms). Over that term, Board Members guide the activities and direction of the Foundation by establishing a strategic direction for the Foundation; setting policy to meet those goals and deciding how and where the Foundation can support our communities.

Qualifications:

A desire to support the healthcare needs of the residents of Southwest Saskatchewan is a primary “qualification”.

Personal skill sets in the areas of communications; event coordinating; establishing policy and business strategies and planning – essentially any skill that would support the Foundation’s goal to become the “charity of choice” in Southwest Saskatchewan would be beneficial.

Time Commitment:

The Board meets regularly over the course of a year (presently 6 times) with these regular meetings lasting up to 3 hours.

Board Members are asked to sit on a variety of committees as established by the Board. These committees will meet on a schedule as established by the Committee.

Board Members are also asked to support Foundation fund raising events by being in attendance and carrying the message of the Foundation to the attendees.

Finally, and most importantly, Board Members are required to serve as “Ambassadors” of the Foundation and represent the Foundation in their home communities on an ongoing basis.

Job Description:

Volunteer Coordinator:

Ensuring the various fund raising goals and objectives of the Foundation are met and that the healthcare needs of Southwest Saskatchewan are being filled as required, having a pool of dedicated and active volunteers is critical.

Coordinating this pool of volunteers, all wanting to assist, but on a “volunteer” basis, requires a Coordinator who can work closely with Foundation Staff to determine the need for assistance and organize the “work force” necessary to carry out the various related tasks.

Qualifications:

Having good communication skills and being able to organize and motivate others is an essential skill for this role.

Basic office administrative skills would also be valuable as maintaining records relative to “human resource” needs is important to planning for future events.

Time Commitment:

It is difficult to establish a “regular” Time Commitment for this role – it is dependent on the fund raising goals of the Foundation and the needs of the communities being served.

Job Description:

Information Distribution Volunteer:

Promoting Foundation activities includes a variety of activities involving distribution of information and promotional materials throughout the City and Health Region.

As an information distribution volunteer, you would help to distribute and this material and ensure the various display racks and brochure holders are full of current and relevant information.

Qualifications:

This Volunteer will need to have a valid driver's license; the ability to lift and carry packages (normally no more than 10 pounds); good communications skills and a general knowledge and understanding of the goals of the Foundation.

Time Commitment:

Refilling and updating this information is very important and should be done several times per year. You will become accustomed to how quickly displays need to be refilled.

Job Description:**Photographer:**

Promoting Foundation activities involves maintaining a photographic record of projects completed; gifts presented; donations received and needs fulfilled.

As photography volunteer, you will assist the Foundation by being available to keep a photographic history of these happenings.

Qualifications:

You must enjoy taking pictures; be able to attend special events and media press conferences; have access to a quality digital camera and be able to create pictures that will put the Foundation and its activities on a positive light.

Being able to post these pictures to the Foundation web and Facebook pages would be a bonus.

Time Commitment:

This particular job would be on an "as needed" basis.

Dr Noble Irwin Regional Healthcare Foundation Inc.

Volunteer Information Sheet

Name: _____

Address: _____

City/Province: _____ P.C. _____

Phone: (H) _____ (W) _____ (C) _____

Email: _____

Area(s) of Interest:

<input type="checkbox"/> Office Support	<input type="checkbox"/> Capital Campaign
<input type="checkbox"/> Special Events	<input type="checkbox"/> Photography
<input type="checkbox"/> Volunteer Coordinator	<input type="checkbox"/> Information Distribution
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Fundraising
	<input type="checkbox"/> Other

As a volunteer of the Foundation, part of your job will be to ensure that any potentially sensitive subject matter (i.e.) names, donations, communications etc. remain private and confidential. We make it a point to respect your privacy as a volunteer and we would hope you do the same.

From time to time we publish the names and photographs of our volunteers in our newsletters, advertisements and/or annual report. Please indicate if we are able or not able to print your name and/or photograph in a future Foundation publication/advertisement.

_____ Yes, you may publish my name and/or picture in a Foundation publication/advertisement.

_____ No, you may not publish my name and/or picture in a Foundation publication/advertisement.

Signature of Volunteer

Date