
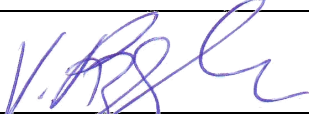




Title: Volunteer and Member Roles and Relationships		Policy No:	VOL1103
Category: Volunteer Policies		Original Issue Date:	January 6, 2017
Applies to:	All CMAT volunteers and members, directors, staff and contractors	Review Date:	January, 2021
Issued by:	CMAT Board of Directors		
Approved by:	J. Rashad Chin – Chair; Valerie Rzepka, Executive Director		
Signatures:	 		

1.0 POLICY STATEMENT PURPOSE AND SCOPE

There exists only one class of CMAT member, and each member retains all rights including voting rights, as per the approved 2014 CMAT Bylaws.

The purpose of this policy is to provide a comprehensive definition and clarify the role and relationship between “CMAT Volunteers” and “CMAT Members”, and responsibilities for maintaining these roles, in accordance with the updated CMAT Bylaws approved in 2014.

The scope of this policy applies to the entire membership of CMAT, including but not limited to volunteers, members, directors, staff and contractors.

2.0 DEFINITIONS

2.1 CMAT Registered Volunteer – A CMAT Registered Volunteer is any Canadian citizen or Canadian Permanent Resident, who registers on the CMAT Online Roster and meets eligibility criteria listed below. Registered Volunteers may be contacted by CMAT for any of, and not limited to:

1. Potential deployments;
2. Educational opportunities;
3. Fundraising events;
4. Organizational events;
5. General meetings;
6. Other purposes not previously listed.

Minimum Criteria for ‘CMAT Registered Volunteer’ Status:

1. Must be of the age of majority in the province he/she resides;
2. Must complete the CMAT registration form;
3. Must remain in good standing as per most recent CMAT bylaws;
4. Abide by, and be signatory to, the CMAT code of conduct.

2.2 CMAT RV- Deployment Eligible Status

A ‘Registered Volunteer’ (RV) may seek an extended classification as ‘RV- Deployment Eligible’. Only those Registered Volunteers with *RV-Deployment Eligible* Status will be eligible to participate in CMAT Deployments both domestically and internationally.

In order to attain 'RV - Deployment Eligible' classification, the following criteria will apply.
Minimum Criteria for 'CMAT RV-Deployment Eligible' Status:

1. a) HEALTH-PROFESSIONALS: If deploying in a direct patient care capacity, the volunteer must be currently registered in good standing, and provide proof of such registration with a recognized regulatory body or health care organization (as determined by the CMAT board of directors). In the event that the profession is unregulated, proof of membership in a professional association will be required.
b) NON-HEALTH PROFESSIONALS: If the volunteer is a member of a regulated non-health profession, proof of registration will be required. If deploying in a non-patient care capacity, the volunteer will act with integrity at all times, following the Code of Conduct and related policies.
2. Meet the minimum CMAT training requirements for active deployment, for their specific role on the deployment team (e.g. Team Leader, Logistics etc.)
3. Provide CMAT with a recognized Canadian Law Enforcement background clearance, or if registered with a regulatory body or a member of a health care organization, which stipulates a Law Enforcement background clearance as mandatory, to provide proof of registration or membership as above.
4. Complete in full, and submit all mandatory documents required for CMAT deployment to a representative of the CMAT Board or their designate. (e.g. Deployment committee chair)
5. Be signatory to the CMAT 'Release of Liability Waiver'.
6. Be signatory to the CMAT 'Minimum Requirements for Deployment: Fitness Checklist'
7. Be signatory to the CMAT 'Minimum Requirements for Deployment: Supplies Checklist'.
8. Ensure that their individual online CMAT Volunteer profile is always kept current, by uploading or providing any and all updated required documents as they are renewed. Failure to do so will disqualify the Registered Volunteer from *RV-Deployment Eligible* status.

2.3 CMAT Member

A 'CMAT Member' is defined as any Registered Volunteer or 'Registered Volunteer - Deployment Eligible' who has been active within the CMAT organization in the preceding 2 (two) years (with each year defined by the interval between CMAT Annual General Meetings). Only CMAT Members are eligible to vote at Annual General Meetings.

ACTIVE is defined as: attending, participating in, and/or contributing to at minimum, one of the following:

- 1) A CMAT deployment.
- 2) An official CMAT meeting. (Including a Board of Directors meeting, Committee Meeting, Annual General Meeting, etc.)
- 3) A CMAT Training program as determined by majority vote by the CMAT board of directors.
- 4) A CMAT Event otherwise not described (e.g. warehouse packing, fundraiser, promotional event etc.) as determined by majority vote by the CMAT Board of Directors.

3.0 Miscellaneous provisions:

1. The CMAT Board of Directors shall have the authority to deviate from this Policy Statement by majority vote of the CMAT Board of Directors in day-to-day practice when deemed, in their sole judgment, to be in the best interest of CMAT.
2. This Policy Statement was adopted by a majority vote of the CMAT Board of Directors on January 6, 2017. This policy statement shall remain in effect in perpetuity, or until modified by the Board of Directors of CMAT.



CMAT Registered Volunteer

Minimum Criteria for 'CMAT Registered Volunteer' Status:

1. Must be of the age of majority in the province he/she resides;
2. Must complete the CMAT registration form;
3. Must remain in good standing as per most recent CMAT bylaws;
4. Abide by, and be signatory to, the CMAT code of conduct.

ACTIVE CMAT Registered Volunteer (CMAT-RV)

ACTIVE is defined as: attending, participating in, and/or contributing to at minimum, one of the following:

1. A CMAT deployment.
2. An official CMAT meeting. (Including a Board of Directors meeting, Committee meeting, Annual General Meeting, etc.)
3. A CMAT Training program as determined by majority vote by the CMAT board of directors.
4. A CMAT Event otherwise not described (e.g. warehouse packing, fundraiser, promotional event etc.) as determined by majority vote by the CMAT Board of Directors

CMAT Registered Volunteer – Deployment Eligible

Minimum Criteria for 'CMAT RV-Deployment Eligible' Status:

1. a) HEALTH-PROFESSIONALS - Currently registered in good standing, and provides proof.
2. B) NON-HEALTH PROFESSIONALS Acts with integrity and follows code of conduct. If in a regulated non-health profession, provides proof.
3. Meets the minimum CMAT training requirements
4. Canadian Law Enforcement background clearance, or proof of professional registration.
5. Completes in full, and submits all mandatory documents
6. Signs the CMAT 'Release of Liability Waiver'.
7. Signs the CMAT 'Minimum Requirements for Deployment: Fitness Checklist'
8. Signs the CMAT 'Minimum Requirements for Deployment: Supplies Checklist'.
9. Ensures their online CMAT Volunteer profile is always kept current.

CMAT Member

- Any Registered Volunteer or Registered Volunteer - Deployment Eligible, who has been active within the CMAT organization in the preceding 2 (two) years (with each year defined by the interval between CMAT Annual General Meetings).
- **Only CMAT Members are eligible to vote at Annual General Meetings.**