

Volunteer Information Package

Thank you for volunteering with Positive Power! Volunteers are the lifeblood of our organization, and there are a number of opportunities to get involved with the organization. In this package you will find information that you should keep as a reference.

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Positive Power History

As of October 2004

Positive Power Co-op was created as a result of the Ontario Sustainable Energy Association's (OSEA) Green Community Workshop held May 11, 2002. A collaborative of local organizations hosted this workshop recognizing a need for local action to address the environmental concerns of smog and greenhouse gas emissions.

Participants left this workshop with an overwhelming desire to start local renewable energy projects. To get further discussion underway, the three founding members of Positive Power - Martin Ince, Jon Norman and Elizabeth Simmons - facilitated the first formal meeting of Positive Power, held on June 1, 2002.

Since then, Positive Power has grown into a well organized structure with a Board of Directors, Officers, project groups, a solid membership base, and a clear mandate to promote renewable energy in the Hamilton, Halton, and Haldimand area.

Positive Power's first project would be to erect a Utility Grade Wind Turbine. A preliminary business plan to achieve that objective was developed by September 2002. Applications were submitted for funding to complete the preliminary stages of the project and to provide the start up costs for the process.

On October 1, 2002, Positive Power was incorporated by the Financial Commission of Ontario as a co-operative without share capital. An inaugural meeting was held on October 19, 2002, where an official Board of Directors was ratified by the members, and an independent financial auditor, BDO Dunwoody, was selected.

The newly formed Positive Power Co-operative was awarded their first grant of \$5,000 from the Hamilton Wentworth Stewardship Council, at this meeting. The funds were committed towards the first steps of PPC's first wind resource assessment - purchasing equipment and installing the anchors for the meteorological tower at Hamilton's Drumlin in Flamborough. Volunteers participated in a workbee on November 4th, 2002 untangling guy-wires and installing the anchors on December 2, 2002.

Through partnership with the Conserver Society of Hamilton & District, Positive Power was awarded \$30,000 from the Hamilton Community Foundation's Community Fund for our First Wind Resource Assessment. M.K. Ince & Associates was contracted to perform the technical work and data analysis. Volunteers assisted with assembling the mast on March 8, 2003 and erecting the meteorological tower on March 15, 2003.

On June 26, 2003 Positive Power was approved by the Hamilton Review Team of the Ontario Trillium Foundation to receive \$150,000 over two years to educate the community and explore the option of using wind power as a renewable energy source.

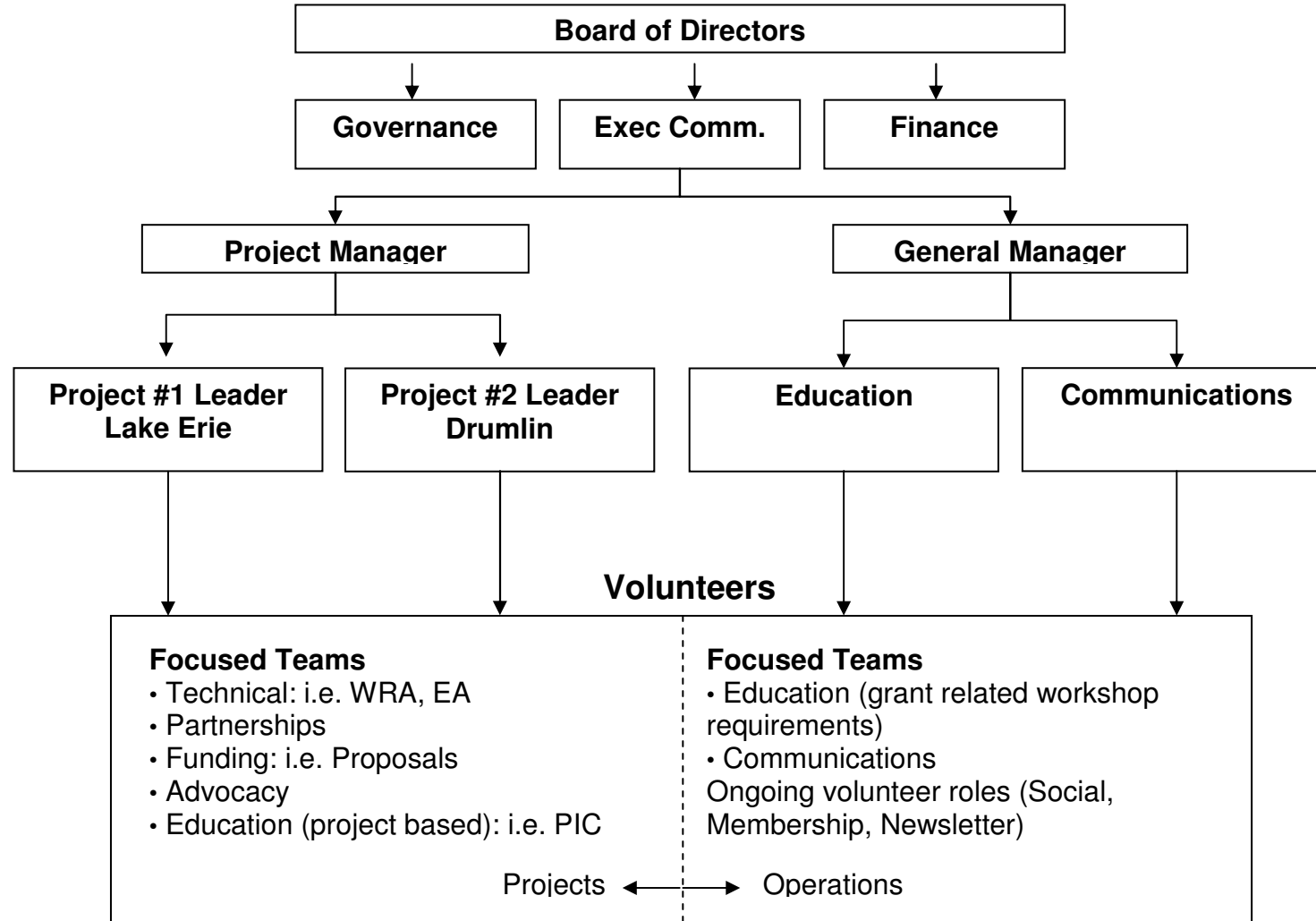
Positive Power has expanded to conduct extensive public education work, regarding renewable energy in the Hamilton, Halton, Haldimand region, in the form of workshops, town hall meetings and booths at other environmental events in the area. With the receipt of several education grants, most notably from the TD Friends of the Environment Foundation, Positive Power's ability to carry out additional workshops was dramatically increased.

The anemometer tower remained up until the end of March 2004, giving a full year of data collection. The data was collected and analyzed regularly by M.K. Ince & Associates who also produced a final report.

Updates on the wind data results have been posted and a presentation to our funders and supporters announcing the results was implemented in June 2004. Financing plans are now underway to allow the next phase of development to take place. Just over \$10,000 was received from the Community Economic Development and Technical Assistance Provider, which was used to contract assistance from the Toronto Renewable Energy Co-operative to complete a business plan for the Flamborough site, along with project planning guides and information.

Over the summer of 2004, Positive Power began a second wind resource assessment in Lake Erie, near Dunnville, and the data received to date has been very good. Plans are underway to begin publication of the project plans and begin building partnerships within the community. This WRA was made possible through an initial grant of \$6,000 from The Co-operators. Financing is being sought for an early start to the development phase of the work for this site, including an Environmental Assessment, Interconnection studies and municipal permitting.

Organizational Structure



Current Project Status and Information

Positive Power's main focus is the development of utility scale wind energy projects. Positive Power also implements educational and advocacy programs to support the development of these projects. We currently have two projects in the pipe.

Flamborough Project a.k.a Hamilton's Drumlin

The Flamborough Project was originally envisioned as a single turbine project, and most of the work to date has been done under that assumption. Recently, a proposal was made by the Hamilton Conservation Authority to expand this project to a three-turbine project. Positive Power is determining the feasibility of expansion. This is Positive Power's first project, and the organization has the following goals around this project:

- It will be the first community owned turbine in Hamilton.
- There will be a community share offering to help raise equity for the project.
- It will be highly visible and beneficial to both the wind energy industry and renewable energy co-op movement in general

The following milestones have been reached:

- Site selected
- 1 year of wind speed data collected
- Decision to go forward based on data has been made
- Consultant for environmental assessment has been selected

The following large items are in progress:

- Land option and lease are being negotiated

Lake Erie Project

The Lake Erie project is a multiple turbine project situated west of Dunnville on the north shore of Lake Erie. This is a substantially more expensive and lucrative project for Positive Power, and there will be the opportunity to significantly speed up the timelines. The wind speed will be significantly higher, and it is Positive Power's intention to begin much of the technical supporting work while the wind speed is being measured. Full project goals for this project have not yet been articulated by the Board.

The following milestones have been reached:

- Site selected
- Wind resource assessment started

The following large items are in progress:

- Land option and lease are being negotiated

Volunteer Management Policies

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VM 1 The Volunteer Program

VM Overall Policy on Utilization of Volunteers

1.1 The achievement of the goals and mandate of Positive Power Co-operative (PPC) is well served by the active participation of citizens of the community. To this end, PPC accepts and encourages the involvement of volunteers at all levels of the organization and within all appropriate programs and activities. All staff and directors are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

VM Purpose of Volunteer Policies

1.2 The purpose of these policies is to provide overall guidance and direction to staff and directors engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. PPC reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the General Manager or a Director, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be assessed by the General Manager, who will make recommendations to the Board of Directors as part of their regular policy review.

VM Scope of Volunteer Policies

1.3 Unless specifically stated, these policies apply to all non-elected volunteers (i.e. non-Directors) in all programs and projects undertaken on or on behalf of PPC, and to all departments and sites of operation of PPC.

VM Role of the General Manager

1.4 The productive intake and utilization of volunteers requires a planned and organized effort. The function of the General Manager is to provide a central coordinating and intake point for effective volunteer management within PPC, and to direct volunteer efforts to jointly provide more productive services. The General Manager shall also bear responsibility for maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering. The General Manager shall bear primary responsibility for planning for effective volunteer utilization, for assisting other staff in identifying productive and creative volunteer roles, for recruiting suitable volunteers, and for tracking and evaluating the contribution of volunteers to PPC.

VM Definition of 'Volunteer'

1.5 A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of PPC. A 'volunteer' must be officially accepted and enrolled by PPC prior to performance of any work on behalf of or for PPC.

VM Definition of 'Key Role'

1.6 A 'key role' is defined as a volunteer role that has a leadership component, pre-defined role within the organization and a set job description is provided. Key roles within the organization currently include but are not limited to Project Manager, Project Lead, Directors and Officers. Team Leads are also considered key roles in a general sense and which may or may not have a specific and/or ongoing job description associated with them...

VM Employees as Volunteers

1.7 PPC does not accept the services of staff as volunteers. Family members of staff are allowed to volunteer with PPC. When family members are enrolled as volunteers, they will not be placed under the direct supervision as other members of their family who are employees.

VM Service at the Discretion of PPC

1.8 PPC accepts the service of all volunteers with the understanding that such service is at the sole discretion of PPC. Volunteers agree that PPC may at any time, for whatever reason, decide to terminate the volunteer's relationship with PPC. The volunteer may at any time, for whatever reason, decide to sever their relationship with PPC. Notice of such a decision should be communicated as soon as possible to the General Manager.

VM Volunteer Rights and Responsibilities

1.9 Volunteers are viewed as a valuable resource to PPC, its staff, and its Directors. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In

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return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of PPC.

VM *Scope of Volunteer Involvement*

1.10 Volunteers may be utilized in all programs and activities of PPC, and serve at all levels of skill and decision-making. Volunteers should not, however, be utilized to displace any paid employees from their positions.

VM 2 Volunteer Management Procedures

VM *Maintenance of Records*

2.1 A system of records will be maintained on each volunteer with PPC, including initial statement of interest/application, dates of service, hourly log of activities and positions held. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to the General Manager in a timely and accurate fashion. Volunteer personnel records shall be treated confidentiality as per the PPC Volunteer Agreement.

VM *Two Hat Policy*

2.2. Members of PPC's Board of Directors do not engage in volunteer roles with a leadership component that report to the General Manager or any other staff member.

VM *Conflict of Interest*

2.3 No person who has a conflict of interest with any activity or program of PPC, as per the PPC Conflict of Interest Policy, shall be accepted or serve as a volunteer with PPC. Volunteers that enter into a conflict of interest while a volunteer with PPC will be removed as a volunteer if the conflict of interest cannot be eliminated to the Board of Directors' satisfaction.

VM *Representation of PPC*

2.4 Prior to any action or statement that might significantly affect or obligate PPC, volunteers must seek prior consultation and approval from the General Manager or the Chair of the Board. These actions may include, but are not limited to, public statements to the press, advocacy efforts with other organizations, or statements of support of outside agencies or organizations. Volunteers are authorized to act as representatives of PPC as specifically indicated by the General Manager and only to the extent of such written specifications. Volunteers are not authorized to enter into contracts or partnership agreements with outside organizations under any circumstances.

VM *Confidentiality and Non-disclosure*

2.5 Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall PPC business, as per the Volunteer Agreement. All volunteers are required to sign and abide by the Volunteer Agreement, which contains a bi-lateral non-disclosure agreement. Volunteers will not be allowed to begin work before signing the Volunteer Agreement. Failure to abide by the Volunteer Agreement and the confidentiality policy may result in termination of the volunteer's relationship with PPC or other corrective action. The General Manager will provide guidance to the volunteer pool with regard to confidential information and will ensure that confidentiality is adequately protected in communications with those outside the volunteer pool.

VM *Timelogs*

2.6 Individual volunteers are responsible for the accurate completion and timely submission of timesheets by using the online web form located at: <http://www.positivepowerco-op.com/volunteer/timelog.html> .

VM 3 Volunteer Recruitment and Selection

VM *Position Descriptions*

3.1 Volunteers in ongoing organizational or project key roles, just as paid staff, require a clear, complete, and current description of the duties and responsibilities of the position that they are expected to fill. Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position. This position will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. All position descriptions shall include a description of the purpose and duties of the position, the appropriate reporting chain of command, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits.

VM *Recruitment*

3.2 Volunteers shall be recruited by PPC on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age,

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race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of PPC. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. No final acceptance of a volunteer shall take place without a specific written volunteer position description for that volunteer and the volunteer signing the Volunteer Agreement. Volunteers are required to complete a statement of interest as a first step in the volunteering recruitment process. Statements of interest should be submitted to the General Manager for processing.

VM Recruitment of Minors

3.3 Volunteers who have not reached their age of majority must have the written consent of a parent or guardian prior to volunteering.

VM Interviewing

3.4 Prior to being approved as a volunteer, all volunteers will be interviewed to ascertain their suitability for and interest in volunteering with PPC. In the case of those volunteers interested in participating as a key role volunteer, the interview should determine interest level and interest area for the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Wherever possible the General Manager will endeavour to plan the interview to coincide with the regularly scheduled project meetings in order to make the most effective use of volunteer time.

VM Placement

3.5 In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met: no volunteer should be assigned to a 'make-work' position and no position should be given to an unqualified or uninterested volunteer.

VM Acceptance

3.6 Service as a volunteer with PPC shall begin with an official notice of acceptance from the General Manager. No volunteer shall begin performance of any position until they have been officially accepted for that position and have completed all necessary paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrolment paperwork and shall receive a copy of any required job descriptions, reference material, copies of the relevant volunteer, media and expense policies and a copy of their signed Volunteer Agreement.

VM Professional Services

3.7 Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license should be maintained by PPC.

VM 4 Volunteer Training and Development

VM Orientation

4.1 All volunteers will receive a general orientation on the nature and purpose of PPC, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position that they are accepting in that effort. Wherever possible the General Manager will endeavour to plan the interview to coincide with the regularly scheduled project meetings in order to make the most effective use of volunteer time.

VM On-the-Job Training

4.2 Volunteers may receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer and the ability of staff or directors to deliver that training.

VM Staff Involvement in Orientation and Training

4.3 Staff members with responsibility over delivery of services should have an active role in the design and delivery of both orientation and training of volunteers. The staff (General Manager) that will be in a supervisory capacity to volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them.

VM Volunteer Involvement in Orientation and Training

4.4 Experienced volunteers should be included in the design and delivery of volunteer orientation and training wherever possible and appropriate.

VM Continuing Education

4.5 Just as staff, volunteers should attempt to improve their levels of skill during their terms of service. Wherever

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possible, additional training and educational opportunities should be made available to volunteers during their connection with PPC. This continuing education may include both additional information on performance of their current volunteer assignment as well as more general information, and might be provided either by PPC or by assisting the volunteer to participate in educational programs provided by other groups.

VM *Conference Attendance*

4.6 Volunteers are authorized to attend conferences and meetings that are relevant to their volunteer assignments, including both those of PPC and of other organization. Prior approval from the General Manager should be obtained before attending any conference or meeting if reimbursement of expenses is sought.

VM 5 Volunteer Supervision and Evaluation

VM *Requirement of a Supervisor*

5.1 Each volunteer who is accepted to a position with PPC must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor shall be responsible for management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.

VM *Volunteers as Volunteer Supervisors*

5.2 A volunteer may act as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of a paid staff member or the Board of Directors.

VM *Volunteer/Staff Relationships*

5.3 Volunteers and staff are considered to be partners in implementing the mission and programs of PPC, with each having an equal but complementary role to play. It is essential for the proper operation of this relationship that each partner understand and respect the needs and abilities of the other.

VM *Acceptance of Volunteers by Staff*

5.4 No volunteer will be assigned to work with a staff person without the consent of that staff person. Since volunteers are considered a valuable resource in performing PPC's work, staff are encouraged to seriously consider creative ways in which volunteers might be of service and to consult with the Board of Directors if they feel in need of assistance or additional training.

VM *Staff Volunteer Management Training*

5.5 An orientation on working with volunteers will be provided to all staff that do not have past experience in dealing with volunteers. Wherever appropriate and budget allows, additional in-service training on effective volunteer utilization will be provided to staff that are highly involved in volunteer management.

VM *Volunteer Involvement in Staff Evaluation*

5.6 Examination of their effective utilization of volunteers may be a component in the evaluation of staff persons who are assigned to work with volunteers. In such cases, supervisors should ask for the input and participation of volunteers in evaluating staff performance.

VM *Staff Involvement in Volunteer Evaluation*

5.7 Affected staff should be involved in all evaluation and work assignments of volunteers with whom they are connected.

VM *Lines of Communication*

5.8 Volunteers are entitled to all necessary information pertinent to the performance of their work assignments. Accordingly, volunteers should be included in and have access to all appropriate memos, materials, and meetings relevant to the work assignments. To facilitate the receipt of this information on a timely basis, volunteers should be included on all distribution lists. Primary responsibility for ensuring that the volunteer receives such information will rest with the General Manager. Lines of communication should operate in both directions, and should exist both formally and informally. Volunteers should be consulted regarding all decisions that would substantially affect the performance of their duties.

VM *Absenteeism*

5.9 Volunteers are expected to perform their duties according to the set schedule and on a timely basis. If expecting to be absent from a scheduled duty, volunteers should inform the General Manager as far in advance as possible so that alternate arrangements may be made. Continual absenteeism may result in a review of the volunteer's work assignment and may result in dismissal from volunteer service.

VM *Substitution*

5.10 Volunteers may be encouraged to find a substitute for any upcoming absences that could be filled by another volunteer. Such substitution should only be taken following consultation with the General Manager and care should be taken to find a substitute who is qualified for the position. Substitutes may only be recruited from

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those who are currently enrolled as volunteers with PPC that have completed all the proper paperwork and orientation procedures.

VM *Evaluations*

5.11 Volunteers may receive periodic evaluations to review their work. The evaluation session will be designed to review the performance of the volunteer, to suggest any changes in work style, to seek suggestions from the volunteer on means of enhancing the volunteer's relationship with PPC, to convey appreciation to the volunteer, and to ascertain the continued interest of the volunteer in serving in that position. Evaluations should include both an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions that the volunteer may have concerning the position or project with which the volunteer is connected.

The evaluation session is an opportunity for both the volunteer and PPC to examine and improve their relationship. Evaluations will be performed on an informal basis, and time will be set aside before and after the regular project meetings for this purpose and to allow volunteers to connect with the General Manager and/or Directors as needed for evaluation and direction.

VM *Dismissal of a Volunteer*

5.12 Volunteers who do not adhere to the rules and procedures of PPC or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the General Manager. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the Board of Directors, if required.

VM *Reasons for Dismissal*

5.13 Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of PPC equipment or materials, abuse or mistreatment of co-workers, failure to abide by PPC policies and procedures, failure to meet physical or mental standards of performance, and failure to satisfactorily perform assigned duties.

VM *Concerns and Grievances*

5.14 Grievances involving corrective action should be brought directly to the Executive Committee.

VM *Notice of Departure or Re-Assignment of a Volunteer*

5.15 In the event that a volunteer departs PPC, whether voluntarily or involuntarily, or is re-assigned to a new position, it shall be the responsibility of the General Manager to inform those affected that the volunteer is no longer assigned to work with them. In cases of dismissal for cause, this notification should be given in writing and should clearly indicate that any further contact with the volunteer is outside any scope of relationship with PPC.

VM *Resignation*

5.16 Volunteers may resign from their volunteer service with PPC at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

VM *Exit Interviews*

5.17 Exit interviews, where appropriate, may be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position, suggestions the volunteer may have to improving the position, and the possibility of involving the volunteer in some other capacity with PPC.

VM 6 Volunteer Support and Recognition

VM *Reimbursement of Expenses*

6.1 Volunteers are eligible for reimbursement of reasonable expenses incurred while undertaking business for PPC. The General Manager shall distribute information to all volunteers regarding specific reimbursable items and the expense policy in general. Prior approval must be sought for any major expenditure.

VM *Access to PPC Property and Materials*

6.2 As appropriate, volunteers shall have access to PPC property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. Property and materials shall be utilized only when directly required for PPC purposes.

VM *Insurance*

6.3 Commercial General Liability insurance is provided for all volunteers engaged in PPC business. Specific information regarding such insurance is available from the General Manager.

VM *Recognition*

6.4 An annual co-operative wide social event that will highlight and reward the contribution of volunteers to PPC.

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Volunteers will be consulted and involved in order to develop an appropriate format for the event.

VM

6.5

Informal Recognition

All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from simple "Thank You's" to a concerted effort to include volunteers as full participants in program decision making and implementation. The regular project meetings are an important part of this process, and both Directors and staff will ensure that volunteers are recognized publicly for their work for and dedication to PPC.

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6.6

Volunteer Career Paths

Volunteers are encouraged to grow and develop their skills while serving with PPC, and are to be assisted where possible to assume additional and greater responsibilities. If so desired by the volunteer, PPC should assist the volunteer in maintaining appropriate records of volunteer experience that would assist the volunteer in future career opportunities, both paid and volunteer.

Expenses

From time to time, it might be necessary for you pay for something on behalf of the co-op as part of your volunteering. The General Manager and the Board will try very hard not to let that happen, and we'll work to cover payments for everything that volunteers need in order to function in advance. However, if you do have to purchase something (mailing labels, stamps for PPC mailouts, parking), there are a few things to be aware of.

Expenses you don't have to approve ahead of time:

1. Travel expenses, including mileage, parking, public transportation or taxi costs

These will be covered for volunteer events **outside of the regular volunteer meetings**- you will need to submit your mileage and any necessary receipts to the General Manager on a monthly basis using the attached sheet.

2. Lunch or dinner costs when you are assisting at or attending a Positive Power event

This includes events like working the trade show booth, attending or facilitating an all-day workshop, attending a seminar, etc. There is a \$12 maximum for lunches, \$18 for dinner.

3. Admission fees for events where you are assisting Positive Power

Trade show booth appearances, public presentations or workshops may be in a venue where you will have to pay admission to enter – you will be reimbursed for these if payment cannot be arranged ahead of time.

ALL OTHER EXPENSES (FOR EXAMPLE - OFFICE SUPPLIES, STAMPS, CONFERENCE FEES, HOTEL COSTS) MUST BE APPROVED BY THE GENERAL MANAGER IN ADVANCE.

Reimbursement for Expenses

For mileage:

Use the attached sheet (you can download an electronic version at <http://www.positivepowerco-op.com/volunteer/mileage.xls>), and submit it to the General Manager at the end of each month. These can be submitted at the monthly volunteer meetings, by fax to 905.971.0963 or by email to info@positivepowerco-op.com. **Mileage can be submitted electronically.**

For expenses:

Fill out the attached expense sheet (you can download an electronic version at <http://www.positivepowerco-op.com/volunteer/expense.xls>) and attach the receipt(s), and then submit it to the General Manager at the end of each month. These can be submitted at the monthly volunteer meetings, or can be mailed. If you are mailing the material, mail it to the co-op's main address at 14 Woodward Avenue, Dundas, ON, L9H 4J5. **You can fill the form out electronically to take advantage of the automatic adding and tax calculations in the spreadsheet, but a printed copy of your form is required since receipts have to be attached to the sheet,**

Extra hard copies of both of these forms will be available at each volunteer meeting.

Expense Sheet

Name:.....

(dd/mm/yy) **Period**

Signature.....

To:

Item	Date	Receipt or Invoice #	Description	Budget Line Remarks	Amount	PST	GST	TOTAL
1						\$0.00	\$0.00	\$0.00
2						\$0.00	\$0.00	\$0.00
3						\$0.00	\$0.00	\$0.00
4						\$0.00	\$0.00	\$0.00
5						\$0.00	\$0.00	\$0.00
6						\$0.00	\$0.00	\$0.00
7						\$0.00	\$0.00	\$0.00
8						\$0.00	\$0.00	\$0.00
9						\$0.00	\$0.00	\$0.00
10						\$0.00	\$0.00	\$0.00
11						\$0.00	\$0.00	\$0.00
12						\$0.00	\$0.00	\$0.00
13						\$0.00	\$0.00	\$0.00
Sub Total					\$0.00	\$0.00	\$0.00	\$0.00

TOTAL \$0.00

Approved by:.....

Reimbursement * x

Date:.....

Payment Needed *

NOTES: Attach dated, signed receipts/Invoices to this statement.
 Re-imbursments or invoices to be paid will not be accepted after 30 days.
 Expenses over \$100.00 require approval of a quorum of directors.

Approved by:.....

Logging Your Hours

Positive Power uses the records of volunteer hours to assist with funding proposals, or for financing proposals where volunteer labour is counted as a part of our contribution. So, when you attend meetings or do PPC-related work, we need you make a note of that contribution. There is a form online at the Positive Power website that will let you do this at: <http://www.positivepowerco-op.com/volunteer/timelog.html>

Logging should be done on a monthly basis and reminders will be sent to the volunteer email list.

Meeting Information

Positive Power runs monthly volunteer meetings where we discuss ongoing project activities and action items are delegated to volunteers that are directly related to the projects. These meetings are also an opportunity for the General Manager to update volunteers on important organizational issues and new opportunities. New volunteers are inducted into the organization at these meetings and given additional status updates about the projects that will assist them with volunteer work.

Meetings are held the last Tuesday of every month at the Hamilton Incubator of Technology, and begin at 6:30PM and run until 9PM.

There are often separate meetings held for some of the other working committees, in particular the Finance and Education Committees will generally hold meetings outside of the regularly scheduled volunteer meetings. If you are interested in being a part of either of those committees, please contact the General Manager to get more information.

Email List Information

All Positive Power volunteers are added to a volunteer email distribution list run through the Yahoo Groups service. The General Manager uses this global volunteer list to announce upcoming meetings and events, and provide important information to the volunteers. There are other separate email lists that are used for the Finance, Communication and Education committees, where specific committee information can be discussed.

Positive_power_volunteer@yahogroups.com – General Volunteer List. All Positive Power Volunteers are subscribed to this list, regardless of which other volunteer committee lists they belong to.

Positive_power_education@yahogroups.com – Education Committee. Education committee volunteers belong to this list.

Positive_power_funding@yahogroups.com – Finance Committee. Finance committee volunteers belong to this list.

Positive_power_communications@yahogroups.com – Communications Committee. Communications committee volunteers belong to this list.

Helpful Hints

1. When emails are sent through the list (sent to positive_power_volunteer@yahogroups.com) everybody will receive a copy in their inbox. If you wish to reply to the message, the default is set to

reply to the sender only, not the whole group. For example, if Jen sends a notification to the positive_power_volunteer@yahogroups.com about the upcoming meeting and John Doe hits reply to tell her that he can't make it, it will come to Jen at her home address only. If Jane Smith wants to ask the whole group if there is someone coming from Stoney Creek that could share a ride, she will either have to hit reply and replace the email address in the "to" line with positive_power_volunteer@yahogroups.com or start a new message with that address.

2. The general Positive Power volunteer email list should only be used for issues that will be of interest to all volunteers. Issues that are specific to a particular committee should be sent to the email list for that committee. For example, if you have comments on the most recent draft of the workshop that Education is working on, use the Education yahoo group to send a message about it – do not send a message to the general volunteer list.
3. If you are sending a message from an email address other than the one used when you joined Positive Power as a volunteer, you will not be able to post – you will need to get the General Manager to add alternate emails to the list to allow you to send emails to the list from those addresses.

The Volunteer Agreement

Positive Power asks all of their volunteers to sign a Volunteer Agreement, which contains information on our privacy policy, what volunteers can expect from Board and staff, and what staff and the Board expect from volunteers. It also contains a bilateral non-disclosure agreement.

As a Positive Power volunteer, you will often have access to sensitive financial, business plan and project information as part of your work with the committees. Signing this agreement means that you as a volunteer agree to keep the information divulged to you at co-operative member and volunteer meetings and over the email distribution lists confidential. Having a Board member sign the agreement means that Positive Power commits to keeping information that you divulge to us about your employment history or personal circumstances confidential and not divulge it to anyone outside the organization, or to those that haven't signed a confidentiality agreement. Signing this agreement provides a measure of protection to Positive Power and its volunteers, and ensures that we are in a strong position to move forward with projects and remain a strong player in the developing wind energy industry in Ontario.

It is Positive Power's goal to make public as much information as we possibly can to the general public, and in many cases, it is the timing of the release of that information (wind data from testing sites, financial models and budget information, partnership announcements) that is key. In other cases, the agreements or contracts entered into by PPC with vendors or consultants requires a guarantee of confidentiality, and having signed Volunteer Agreements in place will demonstrate that to organizations we wish to enter into agreements with. The Volunteer Agreement allows the Board and General Manager to fully discuss project details and allow volunteers to fully participate in project planning and implementation at every stage. **Assume that all information given to you at committee meetings is confidential and falls under the coverage of the Volunteer Agreement unless the General Manager, or a Project Lead or Board member tells you otherwise or indicates that this material should be given to people outside the organization.** The Board will release information to the public as it is able.

If you have questions about the Volunteer Agreement, please don't hesitate to contact the General Manager at 905-971-5366.

Contact Information

For all volunteer issues, including expenses, hours, policies, procedures and forms;

To reach the Board of Directors;

For all Flamborough Project information and questions; contact:

Jennifer Heneberry, General Manager

P: 905.971.5366

F: 905.971.0963

E: info@positivepowerco-op.com

For all Lake Erie Project information and questions, contact:

Ken Baigent, Project Lead

P: 905-562-3988

E: lakeerie@positivepowerco-op.com

For all Education Issues, contact:

Troy Greene, Education Chair

E: education@positivepowerco-op.com

For all Finance Issues, contact

Todd Mooney, Director/Chair

E: todd.mooney@teklogix.com

OR

Don Brown, Director/Records

E: donshe@hwc.org