

CCD Volunteer Representation Policy

Background

As noted in CCD's Criteria for Membership, "Member organizations wishing to have individual(s) who are not paid staff or paid consultants to the organization represent them in CCD must adhere to the CCD Volunteer Representation Policy and ensure that the volunteers meet the requirements laid out in it."

Process for Designating Volunteer Representation

1. Officially Designate the Volunteer as a Representative of the Member Organization
 - a. The primary representative of the member organization to CCD (designated yearly during the payment of dues) must officially assign the volunteer as a representative of the organization to the task force or task forces on which the volunteer will participate. Volunteer representation is allowed only if the organization is an all-volunteer organization or if the organization would not otherwise be able to participate in a particular task force but for the volunteer representation.
 - b. The assignment of the volunteer to a task force must occur in writing to the co-chairs of the task force(s) with a cc to the CCD Chair and CCD Vice Chair. Such an assignment by the organization means that the volunteer has authority to represent and speak for the member organization in coalition meetings and on Capitol Hill, and the volunteer participates in other government relations activities conducted by the member organization.
2. Review CCD Policies and Procedures
 - a. The primary representative of the member organization must review the CCD Code of Participation and other CCD policies related to task force participation before the volunteer attends any CCD meeting or advocacy activity on behalf of the organization.
 - b. The volunteer must also review and be familiar with these policies.

Volunteer Conduct

Member organizations are responsible for the conduct of any volunteer officially designated to participate in CCD Task Forces and subsequent advocacy activities. If the volunteer representing the CCD organizational member violates the CCD Code of Participation, it could result in disciplinary action against the CCD member organization in accordance with CCD's policies.

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