



5.0 Human Resources

5.11 Volunteer Resources

5.11.14PR Collaboration with other Organizations providing Volunteers within VIHA

1.0 Procedure

- 1.1 The Administrator of Volunteer Resources (AVR) and the management representative of the community agency meet to discuss and complete a Memorandum of Understanding based on the approved VIHA format.
- 1.2 The AVR registers the Memorandum of Understanding with VIHA Contract Management Services.
- 1.3 The AVR provides a copy of the Memorandum of Understanding to the unit manager(s) on all units where volunteers from the community agency will be providing service.
- 1.4 The Memorandum of Understanding will be reviewed annually or more frequently as required by the AVR and the management representative of the community agency.