

Our Mission: To collect and preserve the shared history of African Americans in the San Antonio region.

Learn more about SAAACAM at: <https://saaacam.org/>

SAAACAM



San Antonio African American
Community Archive and Museum

SAAACAM Volunteer Guidelines

General Information

SAAACAM volunteers are organized according to their relation to a standing committee of the organization, as explained in the SAAACAM By-Laws Article II, Section 2 through 16. The mission of SAAACAM is to collect and preserve the shared history of African Americans in the San Antonio region. All of the work performed in commitment and service to the organization's mission, vision, goals and objective statements is performed by volunteers of the Board of Directors, Advisory Committee, Friends and select members. Therefore, working with SAAACAM to serve our diverse array of constituent communities and grow our sphere of influence carries with it a uniquely special and purposeful opportunity. Service to SAAACAM requires a great deal of care, collaboration, pride and shared responsibility.

Volunteers are an integral part of SAAACAM, a dynamic non-profit organization whose mission is to collect and preserve the shared history of African Americans in the San Antonio region. Working with SAAACAM to serve the local community and preserve our cultural history is a unique opportunity. We hope you will find your association a matter of both pride and satisfaction that will be mutually productive and enjoyable to all parties involved.

Enrollment Policies and Procedures

Application: All volunteers must fill out a SAAACAM Volunteer Application. This application asks for contact information, committee interest(s), and availability. The volunteer application also explains that all individuals who wish to volunteer with SAAACAM may be subject to a criminal background check. All opportunities to serve in an official capacity to the organization are contingent upon a decision made by the SAAACAM Board of Directors by majority vote or appointment by the President of the organization.

Volunteer Standards

Standard of Appearance: As a cultural organization serving the local community, it is important that we display appropriate professional behavior and appearance at all times. As such, we expect all SAAACAM volunteers to arrive exhibiting normal hygiene practices and dressed in attire that is neat, clean, and appropriate for our organization. Volunteers are expected to wear their SAAACAM t-shirts when volunteering in an official capacity. Inappropriate appearance includes (but is not limited to):

- Wearing dirty or overly revealing clothing
- Having a noticeable, offensive odor
- Displaying offensive messages on your clothing or body

Volunteer Code of Conduct: Volunteers are asked to uphold a professional manner while on SAAACAM premises or representing SAAACAM at activities and meetings hosted off site. We

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ask that you not use foul language or display negative behavior in the presence of patrons or other SAAACAM volunteers. Please remember that our main service is directed toward families in our community, so it is necessary to maintain civil and courteous behavior as to not offend others.

Volunteer Separation: Resignation: Volunteers may choose to resign their participation in the volunteer program at any time. The proper procedure for resignation is that a resignation letter should be emailed to admin@saaacam.org with the impacted committee chair(s) on copy and a phone call to the impacted committee chair(s) sharing notice of the resignation and arranging for the surrender of any official SAAACAM materials in advance of completely abdicating one's post. We ask that you please explain why you have chosen to resign so that we can improve our volunteer program.

Disciplinary Action: Volunteers seeking to perform any activity and/or act officially on behalf of SAAACAM are required to sign this document, acknowledging their intent to comply and fulfill the expectations herein. In order to protect the interests and reputation of SAAACAM, the SAAACAM Board of Directors may choose to employ a form of disciplinary action. The SAAACAM Board of Directors may:

- Dismiss the volunteer on a temporary basis until invited to return (suspension) by the SAAACAM Board of Directors.
- Dismiss the volunteer on a permanent basis (expulsion) due to the consequence(s) of unsafe and/or otherwise harmful activity and/or behavior in the interest of SAAACAM's mission, vision and goal statements.

Termination of Volunteer: A volunteer may be terminated at the discretion of the SAAACAM Board of Directors and/or President if they fail to represent SAAACAM in a professional manner or if their behavior/ conduct reflects poorly on the organization.

Volunteer Rights

A volunteer is defined by Texas State Law as a person who works pro-bono for a company. Volunteers should work no more than 500 hours in a year. If you have any questions about volunteer rights please refer to the Texas State Law.

Volunteer Training

All volunteers will be trained by a SAAACAM Board member, staff member or Committee leader. Volunteers will be allowed to complete assigned tasks alone, after the Board member, staff or Committee leader feels that the volunteer has mastered the task.

Typical volunteer stations include, but are not limited to: 1) docents; 2) information table attendants; 3) concession stand assistants; 4) content creators; 5) ushers; and 6) archivists.

Rewards and Benefits to Volunteers

- SAAACAM Committee Membership
- Recognition at SAAACAM General Body Meetings

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- Name included in SAAACAM publications (after a minimum of 50 hours of service)
 - Bronze Volunteer: 50+ hours
 - Silver Volunteer: 75+ hours
 - Gold Volunteer: 100+ hours

Insurance Policies

Volunteers are only covered by SAAACAM's insurance policy during the time of the volunteer shift. Volunteers are asked to not stay after the volunteer shift. Volunteers must understand that by leaving the assigned volunteer station or by staying after the volunteer shift that they are violating the insurance policy and are no longer covered. Volunteers are asked to report their volunteer hours to the SAAACAM Board Secretary and President via email at admin@saaacam.org with their name and volunteer position in the Subject title and details in the body of the email providing the date that they volunteered, event/occasion that it was for, and a reference/point of contact to verify that they volunteered (cannot be the same person reporting the hours).

Equal Opportunity

1. Volunteers should ensure the right of all organization members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
2. Volunteers should ensure the right of all organization members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

1. Volunteers should respect the confidentiality of sensitive information known due to volunteer service. All SAAACAM volunteers understand that any improper use or disclosure of confidential information regarding the organization's affairs, especially as it relates to its reputation, partnerships and strategic position, may subject them to disciplinary action up to and including immediate termination, regardless of the length of volunteer or contractor service or any other factor. Volunteers should also understand that any breach of confidentiality regarding donor information and other affairs and/or matters deemed sensitive to the SAAACAM Board of Directors or President may subject them to, in addition to termination, a civil lawsuit brought by the donor against them for violation of her/his lawful right to privacy.

Collaboration and Cooperation

1. Respect the diversity of opinions as expressed or acted upon by the SAAACAM Board of Directors, SAAACAM Friends, committees and membership, and formally register dissent in writing via email and/or physical letter and/or telephone to the President and Board Chair, as appropriate at admin@saaacam.org or (210) 724-3350.
2. Promote collaboration, cooperation, and partnership among association members.