



OASA Volunteer Guideline

How can you volunteer?

There are many opportunities to assist as a volunteer at OASA, and all volunteers typically participate at a project level only. Anyone can volunteer to assist a particular project; and he or she does not need to be a member. Only members in good standing however may lead a project, which would indicate that he or she would be held fully accountable for the successful delivery of that project.

Interested parties please speak with a Project Champion, or any member of the Exco, or directly with our Chief Executive. (Note: The use of volunteers is determined by the needs of OASA at different times and OASA's ability to provide guidance, adequate training, supervision and support.)

Why do you want to volunteer at OASA?

The joy of participation and being a part of something meaningful are key reasons why we continue to have volunteers. OASA is a NGO and has limited resources to operate. Hence, we need volunteers to assist in events and projects. Volunteering for OASA will help to make a difference and ignite innovation in Hong Kong.

Definition of a 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond pre-approved reimbursement, performs a task at the direction of and on behalf of OASA. A "volunteer" must be officially accepted by the Project Champion and the Chief Administrator prior to performing on the tasks as assigned. Unless specifically stated, volunteers shall not be considered as "employees" or "official member" or "representatives" of OASA.



Volunteers are not members of OASA and do not have the rights reserved for members. Volunteers are not staff or employees of OASA.

Volunteers have to understand that they represent OASA indirectly when they are conducting OASA businesses. It is important all volunteers understand and accept the Code of Conduct that has been drafted by the Board.

Primary Duties of a Volunteer

- Assist in organizing OASA's event
- Welcoming and registering guests
- Joining project meetings
- Leading small work teams
- Participating in Post Project Review Sessions

Responsibilities of Volunteers

- Show up on time. Be punctual and, if applicable, fill in a log book on arrival and departure
- Be prepared.
- Understand the objectives, role and operating procedures of OASA
- Understand and abide by OASA's policies
- Make "realistic" commitments to OASA in terms of time and ability and acknowledge the right of the OASA to expect these commitments to be fulfilled
- Be courteous towards all other volunteers, OASA workers and guests
- Work efficiently
- Avoid any conflict of interest. If in doubt, speak with the Chief Executive
- Maintain confidentiality
- Comply with laws and regulations; in particular the protection of personal data privacy as volunteers may be required to collect and use personal data of others.



Ending Your Volunteer Role

You can cease volunteering with OASA's project upon the completion of any volunteer assignment, or with sufficient notice to your Project Champion. To facilitate planning, please provide at least a week's notice and work with the Project Champion on the hand-over. Your Project Champion or the Chief Executive shall be happy to give a written recommendation.

Removal of a Volunteer

Volunteers who repeatedly do not adhere to the Code of Conduct, or rules and procedures of OASA, or who fail to satisfactorily perform their volunteer assignment are subject to removal.

No volunteer will be removed until the volunteer has had an opportunity to discuss the reasons for possible removal with the Project Champion or a member of Exco.

Possible grounds for removal may include, but are not limited to, the following

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- gross misconduct,
- insubordination,
- misrepresentation of OASA,
- accessing private and confidential data of any member without the expressed permission of any member of Exco,
- not disclosing potential areas of conflict,
- theft of property or misuse of OASA's resources,
- wrongful collection and use of personal data,
- abuse or mistreatment of staff, guests or other volunteers,
- failure to abide by the Academy's Code of Conduct,
- commit a criminal offense as found guilty by a court of law, and
- failure to abide by OASA's policies and procedures, and failure to satisfactorily perform assigned duties.