



KSOA ANNUAL GENERAL MEETING – June 17, 2021

HR-Volunteer Coordinator Report

The past six months has proven to be challenging in so many ways, but it has also provided much needed time to review and improve past practices. The following details some of the work undertaken, all in collaboration with other KSOA volunteers.

1) Health & Safety

- a. In collaboration with Dan Cirne, Facilities Manager, worked to bring KSOA site compliant with all H&S regulations. This included setting up H&S bulletin board, availability & inspection of First Aid kits and fire extinguisher, and ensuring onsite materials were secured according to H&S policy. We are also in the process of creating a WHMIS binder for hazardous materials found on site.

2) Human Resources

- a. Hiring of paid **positions**: Executive Director, Office Manager and Recovery Lead & developed appropriate paperwork required for all new hires.
- b. **Google for non-profits** account was set up for KSOA. This allowed Staff and Lead Volunteers to each have a KSOA email account. It also helped to facilitate collaboration between team members by allowing documents to easily be shared and by using Google Meet for virtual meetings, as regularly needed this past year.
- c. Collaborated with HR Covered to update **H&S policy and procedures** for KSOA (approval pending). Once approved, all staff, volunteers and instructors, as needed, will be participating in virtual training to ensure compliance with all provincial and federal regulations.

3) Volunteers

- a. Recruitment and onboarding of new Board Members (Treasurer & Secretary), Lead Volunteers (Facilities Manager & Volunteer Coordinator), and regular Volunteers (Gallery assistants).
- b. Established protocol for consistent approach in recruiting and onboarding of new volunteers.