



# Boundless Brilliance College Chapter Leadership

## Leadership Team Expectations and Contract

### Spring 2019

Welcome to Boundless Brilliance! As a member of a college chapter of Boundless Brilliance, you are joining a community of leaders dedicated to empowering students to pursue futures in STEM fields. At Boundless Brilliance, our mission is to empower students to embrace their brilliance and realize a future of STEM leadership that is as diverse as the world we live in. The following contract outlines your role and responsibilities as a member of a college chapter Leadership Team with Boundless Brilliance.

#### 1. Your Volunteer Position

All college chapter Leadership Team positions are volunteer positions. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses. The seven leadership team positions are President, Vice President of Presentations, Vice President of Outreach, Vice President of Development, Secretary, Treasurer, and Faculty Sponsor. All enrolled college students are eligible for the President, Vice President of Presentations, Vice President of Outreach, Vice President of Development, Secretary, and Treasurer positions. All hired faculty are eligible to serve as the Faculty Sponsor.

#### 2. What you can expect when volunteering with Boundless Brilliance

Boundless Brilliance values its volunteers and we will endeavor to provide you with: a written position description so you understand your role and the tasks you are authorized to perform, orientation and any training necessary for the volunteer role, a safe environment in which to perform your role, respect for your privacy, including keeping your private information confidential, a supervisor, so that you have the opportunity to ask questions and get feedback, and reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us.

Boundless Brilliance utilizes a college chapter model because college students are passionate, intelligent, and in an excellent position to empower elementary school students. We strive to build self-sufficient and sustainable chapters of Boundless Brilliance. As a member of the leadership team you will be expected to represent the Boundless Brilliance name with integrity. You will be supported by the Executive Team and Boundless Brilliance Staff, but you will have the autonomy and responsibility to lead your college chapter of Boundless Brilliance.

#### 3. What Boundless Brilliance asks of its volunteers

We ask that you to:

- Support Boundless Brilliance's aims and objectives
- Communicate regularly with your fellow Leadership Team members and Executive Team
- Participate in all relevant induction and training programs
- Only undertake duties you are authorized to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- Understand and comply with the organization's policies and procedures



- Notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- Behave appropriately and courteously to all staff, clients and the public in the course of your role
- Use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organization when you finish your volunteer role
- Let us know proactively if you wish to change the nature of your contribution (e.g. hours, role) to Boundless Brilliance at any time
- Comply with the law at all times
- Be open and honest in your dealings with us and inform leadership of ways to improve our volunteer program and the support that you receive.

#### 4. Contact person

Your contact person at the College Name chapter of Boundless Brilliance will be Audrey Shawley, Executive Director of Boundless Brilliance. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact her at [audreysawley@boundlessbrilliance.org](mailto:audreysawley@boundlessbrilliance.org) or (415) 846-8707 as soon as possible.

#### 5. Role description

Lead your college chapter of Boundless Brilliance. Specific role and responsibilities are outlined in the *College Chapter Leadership Role and Responsibilities* document.

#### 6. Health and Safety

At Boundless Brilliance, volunteer safety, and the safety of everyone who is involved in our organization, is a priority. Under the Cal/OSHA and other laws, Boundless Brilliance has a duty of care to minimize risks to everyone affected by its conduct (including paid employees and volunteers). It also means that as a volunteer, you may have OHS duties too. These include: to take reasonable care for your own health and safety, to take reasonable care for the health and safety of others, to comply with any reasonable instruction by Boundless Brilliance, to let Boundless Brilliance know of any concerns you may have about safety and/or fitness in undertaking our role, and to cooperate with any reasonable policies and procedures of Boundless Brilliance. Please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

#### 7. Training

Boundless Brilliance is committed to providing suitable training in support of your role as a member of the college chapter Leadership Team. For this reason it is our policy that all volunteers undertake training prior to commencing their volunteer position. *Spring 2019 Training will occur January 2019.*

#### 8. Volunteer expenses and other benefits

As a volunteer, Boundless Brilliance will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You may need prior approval and will always need to produce receipts. We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of Boundless Brilliance and is not payment in lieu of salary.



Being selected for this role is a prestigious honor. We encourage you to document your role on resumes and job applications. As college students, we recognize that in starting your career, you will require references and support. Boundless Brilliance Staff will be eager to provide you with letters of recommendations.

## 9. Intellectual Property

All volunteers at Boundless Brilliance agree to transfer all intellectual property rights and interests in any ideas or materials they create relating to their provision of voluntary services at Boundless Brilliance to Boundless Brilliance. I agree to assign to Boundless Brilliance, all right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, drawings, discoveries, algorithms, formulas, computer code, ideas, trademarks, or trade secrets, whether or not patentable or registrable under patent, copyright or similar laws, related to Boundless Brilliance's operations. Volunteers are taken to consent to Boundless Brilliance's use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

## 10. Conflicts of Interest

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. The full Conflict of Interest Policy has been certified by the organization's Executive Team and Board of Directors and is available upon request. If requested, it will be provided to you immediately.

## 11. Non-discrimination Policy

Boundless Brilliance does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. Boundless Brilliance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. All Boundless Brilliance members are expected to join with and uphold this commitment. Any member has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to the Executive Director, Audrey Shawley, at [audreyshawley@boundlessbrilliance.org](mailto:audreyshawley@boundlessbrilliance.org).

## 12. Interactions with Minors

These Guidelines aim to promote a safe environment when members of the Boundless Brilliance community interact with Minors. They apply to all members of the Boundless Brilliance community (including volunteers and staff) and independent contractors/consultants, who, while representing Boundless Brilliance or otherwise participating in a Boundless Brilliance program, interact with Minors. All Boundless Brilliance program



operations must occur in the presence of an individual with privileges to interact with minors (elementary school teacher or administrator) or a parent/guardian.

Members of the Boundless Brilliance community must at all times be aware of their responsibilities that accompany their interactions with Minors when they are acting in any official capacity. When interacting with Minors, members of the Boundless Brilliance community should be aware of the vulnerability of Minors and themselves in such interactions, and be particularly aware of the importance of maintaining appropriate physical, emotional, and sexual boundaries in such interactions. Members of the Boundless Brilliance community must not engage in any covert or overt sexual behaviors with Minors, including seductive speech, gestures or physical contact that exploits, abuses or harasses.

**Physical Contact:** Physical contact with Minors can be misconstrued both by the recipient and by those who observe it, and should occur only when nonsexual and otherwise appropriate, and never in private. Members of the Boundless Brilliance community must, before touching another person, especially a Minor, be aware of how physical touch with Minors can be perceived or received, and show prudent discretion in determining whether physical contact would be an appropriate expression of greeting, care, concern or celebration. Acceptable forms of physical contact with a Minor include high fives, handshakes, fist bumps, pats on the back or shoulder, or side hugs. Types of physical contact to be avoided include tickling, rough-housing, wrestling, piggyback rides, any type of massage, and any form of unwanted affection. Although at times limit-setting with Minors may be necessary for safety reasons, members of the Boundless Brilliance community are prohibited at all times from physically disciplining a Minor. Similarly, speech, gestures or other behaviors that are bullying, demeaning, belittling, hurtful, meant to embarrass or make reference to the Minor's physical development or appearance are never appropriate.

**One-on-one Interactions:** One-on-one meetings with a Minor should be avoided. If necessary, interactions should be held in a public area, in a room where the interaction can be (or is being) observed, or in a room with the door left open.

**Reporting Abuse:** Members of the Boundless Brilliance community must act when there is evidence of, or there is reasonable cause to suspect, that Minors are being abused in any way, whether in a Boundless Brilliance program or elsewhere. Suspected, observed or self-disclosed abuse or neglect must be reported to the appropriate authorities.

**Communicating with Minors:** Communication with Minors is only allowed for the purpose of conducting program-related objectives upon which the interaction with the Minor is based. For the protection of all concerned, the key safety concept that will be applied to such communications is transparency. The following steps will reduce the risk of private or otherwise inappropriate communication:

1. Communication that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
2. Volunteers who use any form of electronic communications, including social media (Facebook, Twitter, etc.) and text messaging to communicate with Minors, may only do so for activities involving Boundless Brilliance business and, to the extent possible, using a Boundless Brilliance address or site. Where such communications are private exchanges, a copy of the exchange should be retained.
3. Never photograph, film or otherwise record a Minor without the prior consent of the Minor's parent or guardian.



### 13. Zero-tolerance Harassment Policy

Boundless Brilliance is committed to providing a workplace free from harassment and discrimination, including unlawful sexual harassment or harassment based on any other characteristic protected by federal, state, or local employment discrimination laws. Boundless Brilliance maintains a strict zero-tolerance policy of prohibiting unlawful harassment of any kind, including sexual harassment. This policy applies to all Boundless Brilliance volunteers.

Sexual harassment includes, but is not limited to,

1. Offensive and unwelcome sexual invitations, whether or not the employee submits to the invitation, and particularly when a spoken or implied for sexual favors is a benefit of employment or continued employment
2. Offensive and unwelcome conduct of a sexual nature, including sexually graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present in the workplace or accessed over the Internet; or the possession of or use of sexually suggestive objects; and
3. Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

Any volunteer who believes they have been illegally harassed by an individual affiliated with Boundless Brilliance, co-volunteer or supervisor, should promptly report the problem to the Boundless Brilliance Executive Leadership. It is the responsibility of every volunteer to immediately report any violation or suspected violation of this policy. All complaints will be taken seriously and will be immediately investigated. If a violation of this policy has occurred, appropriate action will be taken to correct the problem, and when warranted, disciplinary action (up to and including termination) will also be taken.

### 14. Communications Policy

Detailed financial and personnel information may not be openly discussed with outsiders unless officially authorized. Any on-the-record communication with media must be authorized and carefully planned. off-the-record media communication should not be permitted. Any major news about the organization should be directed to the Executive Team, to be handled by an official spokesperson, and then by others in a manner consistent with the original message.

### 15. Evaluation

You will be reviewed by the Boundless Brilliance Executive Team at the end of every semester. The review will consist of an informal interview with a representative of the Executive Team. Feedback will be provided to you after the outcomes of the interview and reviewed.

Please sign to acknowledge that you have read this Volunteer Agreement, have had an opportunity to ask questions, and agree to the outlined contract sections.

Printed full name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_