

# VOLUNTEER HANDBOOK

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### o Version Control

*Used to track and record details of minor and major amendments to the document.*

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## 1. Introduction about Hispanotech

This handbook will help familiarize you with all the information needed for you to start off with your volunteer endeavors with Hispanotech.

Hispanotech is a grassroots organization that makes close and personal connections with a variety of technology professionals with the sole purpose of helping them succeed in the Canadian job market. Our organization defines itself as warm, open, and welcoming. It is within this culture of openness that we pursue volunteers to embrace the Hispanotech vision and mission and perform their volunteer duties following some basic guidelines.

### 1.1. Vision and Mission

**Hispanotech is a not-for-profit Canadian corporation led by a volunteer-based board of directors. Our mission is to help Hispanic professionals integrate and advance their careers in Canada. We aspire (Our vision) to be the voice of Hispanics in Canada's technology sector.**

We do this by organizing networking, professional skills development and social events throughout the year. Our programs and activities are geared to Latino STEM professionals, however everybody is welcome to participate.

### 1.2. Values

**Proud:** We are grateful and committed to Canada, and proud of our roots.

**Progressive:** We embrace change and continuous improvement.

**Inclusive:** We accept and respect that people are diverse in their opinions, ethnic background, religion, sexual orientation, and education.

**Community Oriented:** We reach beyond our constituency to help and share experiences and know-how.

## 2. Benefits of volunteering with Hispanotech

The satisfaction of applying your skills to further the mandate of Hispanotech will encompass other benefits achieved by getting involved with an organization of Hispanic professionals from very diverse technological fields. Some of these benefits include gaining additional experience on the job; making new connections with people from different countries; learning about opportunities in other industry and service organizations; and networking for new employment opportunities. The most rewarding outcome will still be to feel part of and engaged with an organization that welcomes professionals, often new Canadians, into our community, which oversees their successful integration into the workforce

### 3. Hispanotech Organization Chart

Hispanotech is governed, supported and staffed by volunteers. Hispanotech volunteers are individuals who take their lives beyond their personal and professional responsibilities to contribute their time and expertise and help other Hispanic professionals to integrate themselves in the Canadian job market, via networking, mentoring, counseling and skills development events.

Hispanotech is led by a volunteer-based board of directors that are appointed by the executive board and are assigned to various portfolios and operational committees to effectively run the organization's businesses and initiatives. Each active Director is in charge of a Committee and is assisted by a team of Volunteers

Each Committee consists of:

- One Committee Director, who will also participate in Hispanotech's Board of Directors;
- A number of Volunteers assigned to the Committee, who must be current and active Members of Hispanotech. Volunteers are requested from and assigned by the Volunteer Coordinator in the Operations Committee.

To know more about our current structure of committees visit [Hispanotech: Our Team](#)

### 4. Volunteer Committees and Expectations

Hispanotech will work earnestly to ensure volunteers benefit from the work provided to Hispanotech. It includes, but is not limited to, providing the leadership and direction required for the job, ensuring that volunteers understand what other volunteers do, facilitating the personal interaction of other volunteers in the organization, communicating effectively on Hispanotech activities and events, allowing visibility to other positions available and providing feedback on the work completed.

**Hispanotech** volunteers are expected to have agreed to provide voluntary work in some capacity in accordance with a Hispanotech operational or job description or project, and hence agree to follow all relevant Hispanotech protocols. Hispanotech volunteer protocols are as follows:

1. Volunteering at Hispanotech requires a Hispanotech membership.
2. Volunteers agree to adhere to Hispanotech Policies and Procedures
3. Volunteers contribute their time and work without the expectation of any financial remuneration.
4. Contribute to improve the performance of Hispanotech, and support its strategy.
5. Execute agreed-to assignments in a timely manner. It is understood that there are times when personal and/or work commitments do not allow this. In these cases, it is imperative that you notify the Director of the committee as soon as possible so an alternative resource for completion of the assignment can be identified.
6. Prepare for any agenda items for which you are responsible and attend the conference calls and team meetings of the committee, It is understood that there are times when personal

and/or work commitments do not allow this. Advise the team lead and VP of the portfolio (or the Director) advance of the meeting/call if you will be unable to attend.

This translates to an average of approximately **8 hours per month** or **2 hours per week**

When a Volunteer Member is appointed as an executive member of the Board of Directors, s/he is expected to be hands-on, and actively participate in the work of the organization and their assigned Committees. The Board of Director Role is outlined in the [Hispanotech Directors Handbook](#).

## 5. Steps to becoming a volunteer

As a professional, you may feel the need to give back to your community, build on your own skills, make friends or learn from others. The motivation to volunteer may vary for each one of us. If you want to share your skills and time, Hispanotech offers you the opportunity to do so. Volunteers are managed by the Volunteers Committee and volunteer categories define the kind of work and commitment the volunteer will have to Hispanotech.

Once you have chosen the right direction on the type of volunteer work you are interest in performing, these are the ways to become a volunteer with the Hispanotech:

To know more about Hispanotech Volunteering opportunities, please visit the website <https://www.hispanotech.ca/volunteer>

## 6. Certificate of Contribution and Recognition Awards (Under review)

A Certificate of Contribution will be issued to volunteers in recognition of their involvement with Hispanotech. Hispanotech also recognizes the contribution of outstanding individuals via the annual Volunteer eBadges, issued semi-annually (May and November) from a list prepared by the Volunteer Committee and vetted by the corresponding Directors.

There are two types of recognition:

- Regular Minimum 4 months actively working in a Committee
- Honors Demonstrated extra effort and dedication



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## VOLUNTEER AGREEMENT

A Volunteer is anyone who, without basic work monetary compensation, performs a task / position at the direction of and on behalf of Hispanotech. In accepting the task / position as a volunteer for Hispanotech I understand and agree to the following:

1. I will maintain strict confidentiality of information regarding other volunteers and the organization. I understand that this is mandatory, and that failure to do so may result in dismissal.
2. I will participate in training sessions when provided to help me in my volunteer work.
3. I will provide my time and service without remuneration or the expectation of employment.
4. I accept that volunteers may be discharged for just cause (i.e. gross misconduct or insubordination; being under the influence of alcohol or drugs while performing volunteer assignments; theft of property, equipment or materials; illegal, violent or unsafe acts; abuse or mistreatment of clients or co-workers).
5. I accept that while volunteering, I will not be covered by Worker's Compensation.
6. I agree that I will uphold Hispanotech mission, values, and code of conduct.
7. I will inform my supervisor if I am not able to meet my commitment. I understand that others depend on me.
8. I agree and understand that as a volunteer, I have no right or authority to represent Hispanotech as an official spokesperson, or to make any contract or binding promise of any nature on behalf of the agency.
9. I agree to the above while performing my duties as a volunteer with Hispanotech
10. I acknowledge that I have read and understand Hispanotech's Policy and Procedures Manual. Further, I agree to adhere to the Policy Manual and guiding principles.
11. I understand that if I violate the rules or procedures outlined in the Policies and Procedures Manual, in particular related to the code of Conduct and Confidentiality agreement, I may face corrective action, up to and including Dismissal of my Volunteer condition.

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Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Volunteer Committee Director Signature \_\_\_\_\_ Date \_\_\_\_\_



## NONDISCLOSURE AGREEMENT

As a condition of my volunteer role with **Hispanotech.ca**, its subsidiaries, affiliates, successors or assigns (together "the Company"), I agree to the following:

### NONDISCLOSURE OF CONFIDENTIAL INFORMATION

1. "Personal Information" means personal information of association members and non members, including but not limited to individuals on whom I called or with whom I became acquainted directly or indirectly during the term of my volunteer role.
2. "Confidential Information" means all Company information whether of a technical, business, financial or other nature (including, without limitation, trade secrets, know-how, Personal Information, and information relating to the technology, customers, partners, business plans, promotional activities, finances and other business affairs of the Company) that is disclosed to me by the Company either directly or indirectly in writing, orally or by drawings or observation of process, or that is otherwise learned by me in the course of my volunteer dealings with, or through physical or electronic access to the premises of the Company. I further understand that Confidential Information does not include any of the foregoing items which has become publicly known and made generally available through no wrongful act of mine or that was already known by me before receipt from the Company as shown by written records.
3. I agree at all times during the term of my volunteer work and for a period of five (5) years thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization from **the President and the Secretary** of the Company, any Confidential Information.
4. I agree that I'm specifically prohibited from using the Personal Information for any marketing initiatives or to further my own business purposes. Additionally, I shall not contact any individual named in the Personal Information for other purposes than the necessary in carrying out my volunteer role for the Company.
5. I agree that I will not, during my volunteer role with the Company, improperly use or disclose any data base or proprietary information of any former or current employer or other person or entity and that I will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person, or entity.
6. I recognize that the Company has received and in the future will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm, or corporation or to use it except as necessary in carrying out my volunteer role for the Company consistent with the Company's agreement with such third party.

### RETURNING COMPANY DOCUMENTS

I agree that, at the time of leaving the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all records, data, notes, reports, lists, correspondence, specifications, drawings blueprints, sketches, other documents or property, or reproductions of any aforementioned items obtained during my involvement with the Company or otherwise belonging to the Company.



## REPRESENTATIONS

I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by me in confidence or in trust prior to my involvement with the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

## EQUITABLE REMEDIES

I agree that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of the covenants set forth in this Agreement. Accordingly, I agree that if I breach any of these covenants, the Company will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Agreement. I further agree that no bond or other security shall be required in obtaining such equitable relief and I hereby consent to the issuance of such injunction and to the ordering of specific performance.

## GENERAL PROVISIONS

1. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification of or amendment to this agreement, nor any waiver of any rights under this agreement, will be effective unless in writing signed by the party to be charged.
2. **Severability:** If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
3. **Governing Law:** This Agreement shall be governed by the laws in force in the Province of Ontario and the parties hereby agree to attorn to the jurisdiction of the courts therein.

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Print Name

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Signature

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Date