



# GUIDE TO VOLUNTEERING

WITH CYSTIC FIBROSIS CANADA

[cysticfibrosis.ca/volunteer](https://cysticfibrosis.ca/volunteer)

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## WELCOME

We appreciate your interest in donating your time and talents to Cystic Fibrosis Canada. As a national charity, we rely on enthusiastic, creative and energetic volunteers to help us towards a goal of achieving our Vision: A World Without Cystic Fibrosis. Volunteers are extremely important for Cystic Fibrosis Canada, and this guide will provide you with a brief introduction to the organization, give you basic information about the disease and share the volunteer process and opportunities available to you. Thank you for taking the time to learn more about our organization and we hope that you will decide to join our team of amazing volunteers going further for Canadians impacted by cystic fibrosis.

## WHAT IS CYSTIC FIBROSIS?

Cystic fibrosis is the most common fatal genetic disease affecting Canadian children and young adults. There is no cure. Cystic fibrosis causes various effects on the body, but mainly affects the digestive system and lungs. It is estimated that one in every 3,600 children born in Canada has cystic fibrosis. Cystic fibrosis affects each person differently, with varying degrees of severity. Each person with the disease follows an individual treatment program, which may include a demanding daily routine of physical and inhalation therapy to keep the lungs free of congestion and infection.

[» Click here to find out more about Cystic Fibrosis](#)

## ABOUT CYSTIC FIBROSIS CANADA

Cystic Fibrosis Canada is a national charity established in 1960, and is one of the world's top three charitable organizations committed to finding a cure for cystic fibrosis. As an internationally recognized leader in funding innovation and clinical care, we invest more in life-saving CF research and care than any other non-governmental agency in Canada. Since establishment, Cystic Fibrosis Canada has invested more than \$275 million in research and healthcare. As an Imagine Canada accredited organization, Cystic Fibrosis Canada joins a select group of organizations committed to the highest quality standards of volunteer involvement and operational excellence.

[» Click here to find out more about Cystic Fibrosis Canada](#)

## THE IMPACT OF CYSTIC FIBROSIS CANADA'S VOLUNTEERS

Through the generosity of our many donors, volunteers and partners, we are improving the lives of people with cystic fibrosis. A child diagnosed with cystic fibrosis in the 1960s was not expected to live long enough to attend kindergarten. Today, Canadians with cystic fibrosis have one of the highest median ages of survival in the world.

Volunteers who assist in our many events help raise valuable funds that carve new paths from research lab discoveries to the development of new treatments and medical breakthroughs, as well as the highest standard of cystic fibrosis care.

Volunteers who advocate on behalf of the CF Community ensure our voices are represented in the highest offices of our nation and advance initiatives for universal cystic fibrosis newborn screening and access to life-changing medicines. Most recently, Cystic Fibrosis Canada worked alongside advocacy volunteers to successfully advocate for access to the life changing cystic fibrosis treatment Trikafta, which as of September 2022, is publicly funded across Canada for eligible individuals aged six and up.





## VOLUNTEERING WITH CYSTIC FIBROSIS CANADA

We believe that any volunteer experience with Cystic Fibrosis Canada is a two-way street where both, volunteer and organization, benefit from such interaction. We are committed to making sure that you have a rewarding and meaningful volunteer experience, and that your placement matches your interests and skills (and help you to develop new ones). This includes:

**Clear Information** – you will receive a detailed Job Description on the role that you will play within the organization, and to ensure a safe work environment, you will be informed of the relevant policies to your role.

**Orientation & Training** - we will make sure that you have all the tools and staff support required to excel in your role.

**Feedback & Evaluation** - As an organization that is accountable to all stakeholders, particularly volunteers, your respectful feedback is always welcome to help us excel and improve.

**Privacy** - Cystic Fibrosis Canada is committed to respecting the privacy of volunteers, donors and people living with cystic fibrosis by following the most up to date privacy policy and legislation.

**[» Click here find out more about the policies applicable to Volunteers](#)**

## VOLUNTEER ROLES

Hundreds of volunteers from across the country work together every day helping to lengthen and improve the lives of Canadians impacted by cystic fibrosis. Below is a broad list of typical volunteer opportunities that are available across the organization.

**Chapter Leadership Roles (Long-Term)** - Cystic Fibrosis Canada is always looking for people interested in providing insight and leadership within a local Chapter. Leadership volunteers offer strategic and tactical guidance as they contribute with their professional and past volunteer experience to the development and growth of the local Chapter. Some examples of positions include Chapter President, Chapter Treasurer, Chapter Kin Canada Liaison and others.

**Event Roles** – These roles are varied in both scope, responsibility and duration. These include Event Planning Committee roles (mid/long-term) providing the leadership to our fundraising events, or Day of the Event Support (short-term) providing logistical support on the day of the event. Other roles could include providing support in making recruitment and stewardship calls or supporting promotional activities.

**Marketing and Communications Roles** – Members of the Canadian cystic fibrosis community who volunteer to share their story with others, through social media, blogs, the website and fundraising campaigns play an important role in storytelling, creating connections with others and helping to raise funds to support Cystic Fibrosis Canada’s important mission work. These roles vary in duration, scope and timing.

**Advocacy Roles** – Through our [National Advocacy Network](#), join an incredible group of volunteer CF advocates across Canada working to improve the lives of Canadians living with cystic fibrosis. Advocates meet with their local elected officials to help improve access to medicines, Cystic Fibrosis care, supports and services.

**Office Support Roles** - Office support volunteers play a very important role in the day-to-day operations of the Regional Office or the local Chapter. Office volunteers can work on a regular basis or casually (depending on the needs of each location) and they assist staff in areas of data-entry, finance and other administrative tasks and communicating with the local community. Roles may also be performed in-person or remotely.

**Change Maker Roles** - Change Makers are dedicated members of the cystic fibrosis community who are passionate about driving meaningful change. Change Makers volunteer their time to plan and organize fundraisers of all shapes and sizes in provinces and territories across the country, in support of Cystic Fibrosis Canada.

**[» Click here find out more about current volunteer opportunities](#)**

## HOW DO I GET STARTED VOLUNTEERING WITH CYSTIC FIBROSIS CANADA?

Fill out the online application form and a Cystic Fibrosis Canada staff will be in touch within 5 business days.

**[» Click here to apply to become a volunteer](#)**

# SUMMARY OF POLICIES

## APPLICABLE TO VOLUNTEERS

All volunteers and staff are required to understand and comply with certain policies that have been established to protect both the interests of the organization and any individuals working on our behalf. The following summarizes the mandatory policies for volunteers. Your onboarding program will provide access to the full policies and procedures, as well as additional information and education around these policies. Some volunteer roles may involve additional requirements and training.

### CODE OF CONDUCT

Cystic Fibrosis Canada is committed to carrying out its mission, vision and values and acts with the highest ethical standard whilst providing and maintaining a work environment that supports and fosters good interpersonal relationships, good judgment and respectful treatment of others. The Code of Conduct policy document dictates the way volunteers, staff and independent contractors should interact with each other and members of the public.

### CONFLICT OF INTEREST POLICY

The Conflict of Interest Policy ensures that employees and leadership volunteers act in the best interest of Cystic Fibrosis Canada; avoids being placed in a position that could result in a real, potential or perceived conflict between their individual personal interest and those of Cystic Fibrosis Canada. A Conflict of interest is typically regarded as something that can potentially influence an individual's decision-making process.

### PRIVACY POLICY

Cystic Fibrosis Canada is committed to protecting the privacy of the personal information of its employees, members, donors, volunteers and other stakeholders. During the course of various projects and activities, we frequently gather and use personal information. In order to maintain trust, anyone from whom Cystic Fibrosis Canada collects such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent.

### WHISTLEBLOWER POLICY

Cystic Fibrosis Canada has developed a Whistleblower Policy that applies to all employees, volunteers, directors, officers or other interested persons of Cystic Fibrosis Canada. This ensures that the



organization functions in an open, transparent and fair manner and the good faith reporting of any improper activity allows for protection from retaliation.

### **CONFLICT RESOLUTION POLICY**

The Conflict Resolution Policy allows for the resolution of any conflict that arises among members of the staff and volunteers. It has been designed to assist in solving any conflicts in the most efficient and timely manner by outlining the steps to take if there is a conflict.

### **INFECTION PREVENTION AND CONTROL POLICY FOR CYSTIC FIBROSIS CANADA HOSTED, SPONSORED EVENTS AND MEETINGS**

As the health and wellbeing of people with cystic fibrosis is of paramount concern to Cystic Fibrosis Canada, the purpose of the Infection Prevention and Control Policy is to minimize the exposure of people with CF to harmful bacteria at Cystic Fibrosis Canada hosted or sponsored events and meetings.

### **FIT TO VOLUNTEER POLICY**

The purpose of this policy is to minimize and manage risk to the health and safety of all volunteers in the workplace arising from human impairment. This policy applies to all volunteers of Cystic Fibrosis Canada.

### **CYSTIC FIBROSIS CANADA HARASSMENT POLICY**

All employees and volunteers of Cystic Fibrosis Canada have the right to be treated fairly and with respect and dignity by any person in the workplace and have a responsibility to treat others with the same consideration. This policy applies to complaints of harassment from any person in the workplace including employees, volunteers, donors, members of the public and service providers.