



TOKI Volunteer Guidelines

The Town of Kiawah Island Town Council values the involvement of volunteers in their work for the community because they help reflect the interests, needs, and resources of the Town of Kiawah Island (“TOKI” or the “Town”) community, which we all aim to serve and bring a unique perspective to all our work tasks.

This volunteer guideline provides TOKI’s principles and practices by which we involve volunteers and is therefore relevant to all staff, select volunteers, and the Town Council (“TC”). Volunteers are individuals who undertake activities on behalf of the Town, of their own free choice, unpaid and without financial gain, and focused on creating public and community benefit.

Title 8, Chapter 25 of the South Carolina code governs the Town’s relationship with its volunteers. Town Volunteers appointed, recruited, trained, or accepted by the Town Council or any Town department shall, to the extent of their voluntary service, be exempt from all provisions of law relating to employment, work hours, compensation, leave, and employee benefits. Town Volunteers shall comply with applicable work policies, rules, and regulations stipulated by the State of South Carolina and the Town of Kiawah Island. See, S.C. Code 25-25-20.

General Requirements

The requirements to serve as and the term of office for any volunteer position with any TOKI Board, Commission, or Committee shall be governed by the Ordinance or Resolution creating or governing the position, as may be applicable, as well as SC state law (e.g., S.C. Code . § 6-29-320, et seq.). This includes any

potential requirement for a certain background or expertise to serve on a subject Town Board, Commission, or Committee.

The role and responsibility of volunteers are based on trust and mutual understanding. However, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both what the Town expects of volunteers and what volunteers expect of the Town.

The Town and its community expect from volunteers:

- to be reliable and honest
- to uphold the Town’s values and comply with organizational policies
- to make the most of opportunities given, e.g., for training
- to contribute positively to the aims of the organization and avoid bringing the organization into disrepute
- behave in a reputable manner
- respect confidentiality
- to carry out tasks within agreed guidelines

The Town recognizes volunteers as an integral part of the organization. Their contribution supports the Town’s mission and strategic aims and complements the role of paid staff. The Town aims to encourage and support volunteer involvement to ensure that volunteering benefits the organization, community, and volunteers.

Volunteer Recruitment and Appointment

Our principles of equal opportunity will be adhered to in the recruitment of volunteers.



When possible, the Town aims to widely promote opportunities to attract interest from different community sectors.

Each Commission, Board, and Committee should define its Mission Statement, Rules of Procedure, and position description. These documents should be reviewed biannually. The position description should provide information such as:

- Required technical qualifications
- General skills needed
- Time commitment
- Activities and tasks involved

These Statements should also explain who is allowed to serve on the Commission, Board, or Committee related to residents, home/property owners, and 3rd party experts not residing on Kiawah.

TOKI Town Council has an Appointment Process for new volunteers to fill open seats on Commissions, Boards, and Committees by the Town Council, with the involvement and advice of the respective Chair of the committee; this process should entail the following:

1. TOKI has an application format, which provides more upfront insights about the candidates and can help clarify a few important entry points for a candidate (for example, disclosure of any Conflict-of-Interest concerns).
2. Each Commission, Board, and Committee should define at least once, with periodic reviews, five to eight Key Assessment Criteria by which volunteer candidates will be evaluated. These criteria should set out such items as the skills required for a position on a Commission, Board, or

Committee, the candidate's motivation to serve, and the time commitment necessary to serve.

3. Each candidate should have a structured but informal interview conducted at least by one member of the Town Council and the Chair of the respective Commission, Board, or Committee. Other existing volunteer members or TOKI staff may be included in the interview process at the discretion of the Chair.
4. A Town Council member, the Chair, and any other existing volunteer members or TOKI staff will review the application materials and interview process and assess the candidate's ability to serve (the "assessment process"). The outcome of this assessment should be neutrally presented to the Town Council by the Chair of the Commission, Board, or Committee, while providing insights into the different opinions that might exist among the different assessors. A recommendation should be allowed if a joint agreement about a candidate exists; otherwise, the top-ranked alternatives should be proposed to the Town Council before making a decision by the Town Council.
5. The Final Decision for an Appointment of a volunteer is with the Town Council following the outcome of the assessment process.

End of Term or Resignation

When volunteers move on from volunteering with the Town, they may be asked to provide feedback on the volunteering experience through an exit questionnaire or interview. They may also request the opportunity to discuss their responses to the questionnaire more fully with the Town's administrator.