**Father William F. Collins, OFM**

Founder (1931-2017)

Board of Directors:

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Vice Chair

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**Karl Lentzer**

Director

**Dr. Requel Y Lopes**

Director

**Jay Feldman**

Director

Chief Executive Officer:

**Thomas S Pietrogallo**

**Volunteer Orientation Meeting**

AGENDA

* An overview of the Poverello Center, Inc. (TPC): Mission, Vision, Values
* Who’s who on the staff and the relationship of each to the volunteer. An outline of the organizational structure: organizational chart, board members, staff members, leadership volunteers and an explanation of their roles.
* A general overview of the type of volunteer jobs performed. A position or job description that outlines specific expectations for their role
* Procedures for use of facilities and accessing of resources. Physical orientation - help newcomers find their way around - e.g., show the volunteer creature-comfort such as the coat closet, rest rooms, and where to get coffee. Begin your tour with the volunteer's own work space.
* An outline of any policies, rules, and procedures: Safety Procedures, Drug-free Workplace, Statement of Commitment and Confidentiality, among others
* An overview of any volunteer training that is required and pertinent schedules
* Managing crisis/emergency situations
* Use of the names and logos representing TPC
* Contact information and emergency procedures

We hold Volunteer Orientation Meetings on the first and third Wednesday of each month at 10:00 a.m. and/or 2:00 p.m.

The next meeting will be Wednesday 07-26-2017 - 10:00 a.m. and/or 2:00 p.m.