

Volunteer Policies & Procedures

Dodgeville Area Chamber of Commerce (DACC)

Revised:10/8/2025

Purpose:

Volunteers are an essential part of the DACC. This policy outlines expectations, responsibilities, and procedures to ensure a positive, productive, and safe volunteer experience while supporting the Chamber's mission to strengthen local businesses and our community.

Scope:

This policy applies to all volunteers of the DACC.

POLICY GUIDELINES

Volunteers must be at least 14 years of age, or accompanied by an adult if under 14. All volunteers represent the DACC and are expected to act in a professional, courteous, and respectful manner. Volunteers may include Chamber members, employees of member businesses, students, or community members interested in supporting Chamber initiatives.

Volunteers agree to treat staff, Chamber members, community partners, and fellow volunteers with respect, arrive on time and complete assigned shifts or tasks, and notify Chamber staff as soon as possible if unable to attend a scheduled commitment. They are expected to refrain from the use of alcohol, drugs, or inappropriate behavior while volunteering, and to represent the Chamber positively both in person and online.

Volunteer roles may include event setup and tear-down, registration assistance, hospitality, committee support, or other duties as assigned. Volunteers will be matched with roles based on their interests, abilities, and the needs of the DACC. Clear instructions, training if necessary, and a point of contact will be provided for each assignment.

Volunteers work under the direction of DACC staff or designated committee chairs, and any questions or concerns should be directed to the supervising staff member or volunteer coordinator. The DACC provides necessary resources, training, and support to help volunteers carry out their roles effectively. Volunteers are expected to follow all safety guidelines provided by the DACC or event venues and must not share or use confidential DACC or member information for personal purposes. Any incidents, injuries, or unsafe conditions should be reported immediately to DACC staff.

The DACC values its volunteers and recognizes their contributions through thank-you events, social media highlights, and other recognition opportunities. The DACC also reserves the right to dismiss any volunteer whose behavior is inappropriate, unsafe, or does not align with the DACC's values and expectations.

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