

MAXIM NYANSA IT SOLUTIONS

VOLUNTEER POLICY



Introduction

Maxim Nyansa IT Solutions Foundation is an international NGO that is largely working with volunteers. In the USA and Europe, its support foundations are fully working with volunteers, and country offices in West Africa also have most of their work carried out by volunteers.

We have a number of teams where volunteers can participate in the various countries:

1. PR and Communication (together with the PR team of our head office in Accra at Maxim Nyansa International); this includes keeping together the “Maxim Nyansa Family”.
2. Fundraising and ambassador work, targeting individuals, companies, and donor funds to acquire support for our work in the form of finances, hardware donations.
3. Training program assistance (development of curriculum, sending out IT professionals).
4. Collection, processing, shipping, and deployment of computer hardware.

In each country we are working with a 100% volunteer organization, that consists of 4 small teams carrying out these activities, who all report to the board. The work inside the framework of our annual plan and budget will be decided in the December meeting before the start of each year.

Leading principles

1. Each office does a considerable amount of its work with volunteers.
2. Volunteers can come over to work in our country offices where we provide a workplace, internet, and free drinks. At the same time, the majority of the work can be done online, with skype, email, and Whatsapp.
3. We create clear volunteer jobs, where we ask people to concentrate on certain areas of expertise and concrete assignments.
4. We ask people to clearly commit to a product and/or a number of days and invite them to come and work in the Maxim Nyansa office, to meet others.
5. We will be recruiting students (volunteers, interns) as well as passionate professionals from IT companies and other businesses.
6. We recruit retired and senior managers as ambassadors to go hunting for us in the corporate world.
7. We work with a volunteer contract that describes the assignment, availability, and compensation – travel costs for students and unemployed. People with good jobs can only get direct expenses compensated.
8. Volunteers have a standing invitation to come to Ghana and be catered for in the Maxim Nyansa villa, and participate in our programs there for free.
9. Once a year we do a Maxim Nyansa/ Maxim Nyansa IT Solutions Foundation family event for everyone to party together.
10. We give volunteers a present every year as an appreciation.
11. We will work in English as most work is done in close collaboration with our partners all over the world. French will be used as a second language for the Francophone countries.
12. Our hardware donors are requesting a clear audit trail and various safeguards on data protection. We will therefore have a “Verklaring omtrent gedrag” for each volunteer.
13. For each volunteer we will keep a record including volunteer contract, a copy of their passport and job description and eventual evaluation reports.
14. Evaluation and feedback will be done on a daily basis and at least 2x per year we will have an evaluation moment with each volunteer.

Proposed teams per country

Numbers

- | | |
|---|-------|
| 1. The BOARD! – and advisory board with ambassadors | 3+7 |
| 2. Communications and PR | 2 |
| 3. Logistics and hardware handling | 4 +10 |
| 4. Training program assistance | 4 |
| 5. Fundraising | 4 |

We will ask ambassadors to go out and visit ICT companies and other potential partners in close collaboration with the Fundraising team. Ambassadors can also be invited by the PR team to go represent our organization at an event (as a speaker or booth volunteer).

The logistics team will need another 10 people on standby for heavy duties (container loading).

We will be encouraging people to start a collection point for 2nd hand hardware in their organization or city. When this happens the logistics team will grow bigger.