

PROPOSED JOB DESCRIPTION/PROCEDURES  
VOLUNTEER BACKGROUND RECORDS CUSTODIAN

**Job Description/Procedures**

The Custodian of Volunteer Background Records is a voting member the Executive Board and reports to the National Director. Reports containing recommendations and activities will be made three times a year. The reports are due the last day of the month prior to an Executive Board meeting and November 30.

**A. Purpose:** The reason for this requirement is to protect the youth and teenage members of our organization as well as our volunteers and organization. The Custodian of Volunteer Background Records is responsible for maintaining records of *Disclosure Statement and Background Check Agreements* from individuals who intend to work with youth and teens for a specific event as well as *Criminal Background Checks* from individuals assigned by FCRV to oversee such activities. The *Disclosure Statement and Background Check Agreements* require disclosure of all felonies as well as any misdemeanor with a fine or penalty greater than \$200.00.

**B. Duties:**

**The Custodian will**

1. Request that State/Provincial Directors secure signed *Disclosure Statement and Background Check Agreements* from individuals in their state/province who volunteer to oversee work with or otherwise participate in any activity involving youths or teens sponsored by the organization. The Custodian will provide all relevant forms to State/Provincial Directors.
2. Instruct State/Provincial Directors to make copies of the signed *Disclosure Statement and Background Check Agreements* ("Documents") and forward the original Documents to the Custodian. The Custodian will acknowledge receipt via email or USPS mail of the Documents. The Custodian will maintain a file of the Documents until the State/Provincial Director notifies the Custodian that the member no longer works with youth or teens. Following such notification, the Custodian will maintain the Documents for another 24 months. After the 24 month period, the Custodian will shred the cancelled Documents and notify the State/Provincial Director to shred his or her copy of the Documents. After the original and copy of the Documents have been destroyed, the individual to whom the Documents referred will be notified by the State/Provincial Director that the Documents no longer exist.
3. Use a criminal background research service approved by FCRV Trustees to perform criminal background checks on all volunteers who routinely work with youths and teens or who oversee such events. Any positive result from such a criminal background check will be reported to the National Director who will then take the information to the Trustees for evaluation. The Trustees will determine what action, if any, will be taken. An individual may challenge the Trustee's decision in writing (email or regular mail) by detailing reasons for reversing the Trustees' decision. The challenge will be sent to the National Director, who will have final say on how the matter is handled.
4. Provide a report on the number of active volunteer Documents on file, the number of Documents being held for shredding, and the number of Documents shredded in the past year. This report will be given during the Trustees' meeting at the annual Campvention.