



## EMA Volunteer and Personnel Policy

### Version history

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## Introduction

EMA's Volunteer and Personnel Policy is a set of common principles followed throughout the Erasmus Mundus Students and Alumni Association ('EMA' or the 'Association') and supporting the implementation of EMA's strategy. The objective of the personnel policy is to onboard, develop, recognise and treat EMA's volunteers according to common principles. Good personnel/volunteer management helps to ensure that EMA achieves good results and remains competitive.

## Purpose

1. This Policy establishes the framework for the Association to:
  - a. Recruit individuals and appoint them as Active Volunteers in the Association;
  - b. Maintain the Association's highest standards and values in all recruitment procedures.

## Scope

2. This Policy applies to any member of the Association (or any other individual) that:
  - a. Applies as a volunteer of the association, for any post or position;
  - b. Is duly in charge of recruiting and assigning tasks and responsibilities to volunteers.

## Definitions

3. For the effect and purpose of this policy, the following terms have been defined as:
  - a. Active Volunteer: individual person (member or non-member) who has signed a Volunteering Agreement to assist with the responsibilities of, or fill a position in the Association, for a defined period of time. This definition also encompasses the Country Representatives (CR), Programme Representatives (PR), and Unit Volunteers, and is similarly applicable to the Management Board members and International Advisory Board members that sign declarations.
  - b. Inactive Volunteer: active volunteer that has requested a pause of their Volunteering Agreement or of the volunteering period.
  - c. Ordinary member: any individual person that has applied for and been granted ordinary membership in the Association, as described in Title IV of the EMA Statutes and Article 1 of EMA's Internal Regulations.
  - d. Volunteering Agreement: document that establishes the volunteering relationship between EMA and the Active Volunteer, to be signed by the Active Volunteer and by EMA's representative. The Management Board

members Volunteering Agreement is also known as “Declaration from Management Board Member”.

- e. Relative: any person who is related by blood or marriage, or whose relationship with the Active Volunteer is similar to that of persons who are related by blood or marriage.

## Content and Priority

- 4. The Association takes a comprehensive approach to enable fair and transparent recruitment of its volunteers. This approach includes the following documentation:
  - a. EMA Statutes;
  - b. EMA Internal Regulations;
  - c. This Policy;
  - d. CR Handbook;
  - e. PR Handbook;
  - f. PL Handbook;
  - g. Volunteering Agreement;
  - h. Other policies or Management Board decisions or such documents applicable to EMA

## Values

- 5. The Erasmus Mundus Association is an association of students and alumni of Erasmus Mundus Programmes, for students and alumni of Erasmus Mundus Programmes. Priority for volunteering opportunities is given to students and alumni of such and derivative Programmes (e.g. Action 1, Action 2, Action 3, or other programmes as defined by the Internal Regulations), and to ordinary, affiliate and honorary members.
- 6. In relation to the previous article, the Erasmus Mundus Association established and respects the following values in its Volunteer and Personnel Policy:
  - a. All volunteers are appointed on the basis of their knowledge, expertise and existing availability.
  - b. All individuals have the same opportunities and are treated equally and without any discrimination.
  - c. There is no discrimination or harassment based on age, race, religion, disability, nationality, social background, sexual orientation or any other minority issues.

## Recruitment and Appointment Principles

- 7. Recruitment of volunteers is guided by the structure, needs and objectives of the Association.
- 8. The selection criteria for a new Active Volunteer take into account:
  - a. the skills and previous experience of the person;
  - b. suitability to the Association’s requirements;

In addition to these criteria, the following will be considered for any past volunteers that have previously worked with the Association and wish to continue volunteering:

- c. their performance history in the Association;
  - d. the existence or nonexistence of policy or regulatory breaches toward the Association or its members.
9. Any eligible EMA Member may participate in the recruitment processes for any position of the Management Board, Country Representatives, Programme Representatives, the different Units and the International Advisory Board. However, unless approved by the Management Board, any individual may hold only one position at any given point of time.
  10. The recruitment and appointment of the Management Board members will be carried out as described in EMA's Statutes (Articles 21.1) and Internal Regulations (Articles 3.1 and 3.2).
    - a. In the specific case of regular elections, for the post of President and Vice-President, the Selection Committee created for the appointment of the vacant positions of the Management Board (EMA Statutes Article 10 and EMA Internal Regulations Article 9) will include the newly elected President and/or Vice-President among its members.
  11. The recruitment and appointment of the International Advisory Board members will be carried out as described in EMA's Internal Regulations.
  12. The recruitment of the Country Representatives will be carried out by the Outreach and Capacity Building Unit, as defined in EMA's Internal Regulations.
    - a. Primarily, a Country Representative will have to be a national or a current resident of a specific country to apply to this position. For cases that do not fulfill such parameters, the Outreach and Capacity Building Unit will make case-by-case decisions.
    - b. The general length of the mandate of a Country Representative is two (2) years. The Outreach and Capacity Building Unit is responsible for creating the open call for the selection of new Country Representatives.
    - c. The final selection and appointments will be handled by the Outreach and Capacity Building Unit, and if necessary, in consultation with the Management Board.
  13. The Students and Alumni Relations Unit will assist with the appointment of Programme Representatives. Programme Representatives can be appointed in two ways, either by the coordinator of their consortium, or through an application process through EMA's volunteer application channels.
    - a. If a PR is chosen by a consortium coordinator, that coordinator must notify the PRNet.
    - b. If a potential PR applies through the EMA website, the Students and Alumni Relations Unit will select the most suitable of the candidates based on the criteria established in the PR Handbook and/or the open position.
  14. The recruitment of the Unit Volunteers will be carried out based on the objectives and functions of the Units, as described in EMA's Internal Regulations, and carried out by the Talent Management Unit.
    - a. The individual Units are responsible for creating the job descriptions for the vacant position, in cooperation with the Talent Management Unit.

- b. The Talent Management Unit will conduct and manage the search for a new Active Volunteer through an open application procedure, or, if needed, in a process of headhunting (direct search).
  - c. The final selection and appointments will be handled by the respective Units, in consultation with the Talent Management Unit, as described in EMA's Internal Regulations.
15. All relevant information about the volunteer will be stored by the Talent Management Unit and handled in line with other internal policies and documentation.

## Volunteering Agreement

16. Any individual volunteering for the Association will have to sign a Volunteering Agreement to be considered as an Active Volunteer, to benefit from the rights and opportunities provided by the Association.
17. The various Units, or the Management Board, are responsible for the creation of the Volunteering Agreements, based on the type of Active Volunteer, and on the discussed or pre-established responsibilities and volunteering period. In turn the applicant will sign the Volunteering Agreement and return it so that it may be signed by the President of the Association, or the Director of the concerned Unit, as previously decided upon by the Management Board.
18. Any Active Volunteer (with the exception of Management Board Members) may at any time, pause their volunteering agreement, by written notice to their corresponding Unit Director or to the Management Board. The status of the volunteer will then be changed to Inactive Volunteer. Likewise, a written request to the corresponding Unit Director or to the Management Board is required to reactivate the Volunteering Agreement. However, the corresponding Unit Director or the Management Board, based on the current situation, structure and needs of the Association, may decide to reactivate or not the Volunteering Agreement.
19. With the exception of Management Board members, the termination of a Volunteering Agreement can occur either through the expiration of the volunteering period, or the desire to prematurely terminate the agreement by any of the two parties. Either party may prematurely terminate a Volunteering Agreement by written notice to the other at any time. Nevertheless, terminating a Volunteering Agreement does not excuse either party from the responsibilities or tasks associated with such termination. Both parties will endeavor to fulfill such termination conditions to the best of their abilities.
20. If necessary, termination (i.e. removal from office) of Management Board members will be carried out as described in EMA's Statutes and Internal Regulations.

## Benefits

21. Volunteers are entitled to receive proof of their volunteering for the period and responsibilities they undertook. This proof (e.g. certificate, letter, etc.) can be presented in a digital or physical format, as previously decided upon by the Management Board, and duly signed by the President of the Association.

22. Active Volunteers are entitled to, and their volunteer status improves their chances to participate in, the various opportunities (e.g. for self-development, networking, project proposals, among others) that the Association offers its members. Participation in such opportunities does not supersede nor replace the tasks and responsibilities established in the Volunteering Agreements (unless such participation is clearly defined in the Volunteering Agreement).

## Conflict of Interest

23. If two or more Active Volunteers who are working in the Association are family members or are relatives to each other, then as a rule, there cannot be sub-ordination between them. If such cases appear, the Association will attempt to resolve these situations by reassigning one or both parties to different non-related, non-subordinate, positions. If such relation between the Volunteers is brought to notice of the concerned Director of the Unit, after signing of the Volunteering Agreement, and if such Volunteers are already working in subordinate situations, the individuals concerned will decide who is to be reassigned. If that decision is not made within seven (7) calendar days, the Director(s) of the concerned Unit(s) shall be deciding the same. To avoid these types of conflicts, all family or relative relations between Active Volunteers must be declared to the Director(s) of the concerned Unit(s) or to the Management Board.
24. It is mandatory for Active Volunteers managing or working for their own or third party businesses related to (higher) education, to disclose their involvement or such business to the Director(s) of the concerned Unit(s) or to the Management Board. In any case, any work for any other business, organization or institution dealing with similar topics as the Association, must be declared to the Director(s) of the concerned Unit(s) or to the Management Board.

## Implementation

25. The Implementation of this Policy should be carried in conjunction with EMA's Statutes and Internal Regulations. In case of discrepancies, the provisions of the Statutes and Internal Regulations shall prevail.
26. This Policy shall be reviewed by the Management Board at least once every two years and at least 3 months before any upcoming regular elections.
27. This Policy shall be reviewed, and updated if necessary, by the Management Board immediately after any changes in EMA's Statutes and/or Internal Regulations.
28. This Policy shall be reviewed and updated immediately by the Management Board if any decision is made by the Association to hire personnel for positions in EMA with monetary remuneration.
29. This Policy shall enter into force immediately after voted into effect by the Management Board and shall be publicly available for all members.