

Arizona South Asians for Safe Families (ASAFSF)

Organizational Policies

1. All minutes of ASAFSF general body meetings will be recorded and available for public viewing.
2. Minutes of ASAFSF board members/executive committee shall remain as private, and will be shared with the general body as deemed appropriate.
3. No member of the general body, board or executive committee will forward any e-mails or other ASAFSF communications intended for the said members, to anyone outside, without explicit permission of the ASAFSF executive committee. The same will apply for communication between board members or executive committee. These communications must remain within the group it is intended for. ASAFSF procedural matters must remain within the procedural committee, and shared with the general body at the monthly meetings or via official communiqué.
4. Communication with other organizations/community: The board will appoint spokespersons, no more than 2 or 3, for the organization, who can cover most ground for ASAFSF. The appointees will be notified by written/e-mail communiqué, and confirmed by the general body at the monthly meeting. The appointed spokespersons will be conversant with all organizational matters, bylaws and activities, and meet at regular intervals, or as often as needed, to remain updated about any organizational changes. They must be prepared for interviews, and answer ASAFSF related questions for grants, publicity, and community outreach, and other verbal communiqué. Articles written for and/or about ASAFSF must be reviewed by a group of 2 to 3 core members before submitting for publication. If anyone other than an appointed spokesperson wishes to speak for or about the organization, they must consult with one of the spokespeople to ensure accuracy of information disseminated. Spokespersons must meet periodically to update information given to the community and ascertain that there is no conflicting information disseminated. Moreover, spokespersons must ensure that the information given must accurately represent services ASAFSF is **capable** of providing.
5. Volunteer screening: Any person signing up to volunteer with ASAFSF, whether they are a part of the general body or only attend occasional meetings, will be required to undergo a basic orientation. Volunteers who are involved in any form of activity related to people who call to seek assistance, direct or indirect, will be bound by the same Confidentiality agreement. Volunteers who will be in direct contact with callers seeking assistance, either by phone or face-to face, will also be required to undergo background check and fingerprinting. Volunteers who serve on special occasions, such as fundraising events, can be exempt from Confidentiality agreement since they will not be involved in any direct or indirect activities related to callers seeking assistance.
6. Volunteer orientation: A basic orientation can be provided by a senior member(s) of the organization, who have completed 40 hours of DV 101 training and South Asian Culture Specific training. Orientation for volunteers serving in direct contact with callers seeking assistance will be arranged with an experienced and certified trainer.

- *It is important to set limits and boundaries on ourselves as ASAFSF members. This can be a sensitive issue sometimes, since we are all co-workers and responsible adults. The best axiom, under these circumstances, is to keep things client-centered. To clarify any quandaries, each member, board/executive/core/individual, must ask themselves, “which is more important: to ensure pampering the sensitivities of a member ,be they core or non/volunteer/trainee, OR to ensure that the people seeking assistance who we will be serving feel reassured about what ASAFSF does based on what they hear and read about us?”*