



**International Humanity Foundation
Memorandum of Understanding (MOU)
Volunteer Global Leadership Development
Program**

Overview

The International Humanity Foundation (IHF) is a 501 c3 International Non- profit, founded in 2001. Our two-fold mission is (1) to Educate marginalized children—activating their highest potential and nurturing healthy, loving communities around them. The happiness of our worlds children rises above all political and religious differences; And equates to the quality of our worlds happiness tomorrow. — (2) to Educate global citizens through communication and real life experiences, (online and in person), about the realities of marginalized communities; while teaching practical skills in aiding needed efforts, thus giving voice to the voiceless.

IHF strives to offer children and adults (from young through retirement) venues for learning and safely practicing leadership skills.

IHF is a unique organization. It believes in absolute transparency and functions almost entirely through the efforts of its hundreds of unpaid volunteers from all over the world. Our volunteers give their time, skills, energy, and love.

GLD Position Description

The GLD (Global Leadership Development) Program seeks to facilitate the growth of Global Leaders through direct volunteer service with an international organization. This is a comprehensive program, with volunteers participating in rotational assignments in the core components of the International Humanity Foundation, including center operations, community development, finance, fundraising, media and communications, and more.

GLDs are offered a safe place in IHF, to practice the leadership skills through directing globally. They also learn the value of other cultures while recognizing and gently reducing ethnocentrism and conflict.

Online GLDs help manage and support our international programs and projects remotely from their home. We will provide your online training and you will have weekly and monthly meetings in which to interact and get to know many others from around the globe. An eagerness to learn, self-motivation and problem solving skills are helpful to all online GLD.

The Program requires a commitment of one year to properly learn all the teams and skills needed to Direct a Non Profit or start one. We have 2 types of GLD certificates and you may apply for one or both, depending on the present Visa situation with COVID.

(1) At Center GLD Certificate. This requires living at an IHF center and daily interaction with the community and children. During COVID's social service Visa restrictions, At Center GLD remain on a waiting list.

(2) Online Global Directing Certificate. This provides online training and experience directing people globally through various teams. You will be working online directly with your teams as a team member, manager, Co-Lead, or as a Lead, while learning these skills.

Role Expectations

Online GLD Certificate:

Role Expectations and time commitments.

An online GLD Volunteer may sign up for full or part time hours, and change status as needed, as well as enter PINK (on hold) when time out from IHF is required due to personal life situations.

- ❖ A Quarter-Time GLD requires 2 hours a day, 4-5 days a week.
- ❖ A Half-Time GLD is 3-4 hours daily. This usually requires 18-24 months to complete the full GLD certificate for all teams).
- ❖ A Full Time GLD is 6-8 hours daily, 5 days a week. Requires 10-12 months to complete all teams and a full GLD Certificate. Full time GLDs receive a monetary per diem while learning as printed below. (Room and Board are added to the Online per diem for our At Center GLD only).

GLD's are expected to communicate transparently with members of their team, as well as IHF's Executive Team. GLD's are also expected to share new ideas and help to train new members of their volunteer team.

All GLD are members of multiple international teams, operating remotely with peers from around the world. GLDs move from one team to the next as they learn them and request transfer onward. These teams are responsible for facilitating tasks relating to the international work of the organization, which may include: budgeting and finance, donor relations and sponsorships, social media campaigns, recruitment, website development, and more.

A GLD Volunteer will participate in weekly team training calls with other participants in the Program, in addition to scheduled calls and training opportunities with members of the IHF Executive Leadership Team. Volunteers will shadow the other leaders of the Teams where they are placed, learning from them about IHF process and procedures.

A GLD is expected to be flexible, patient, dependable, and encouraging. We adore GLD who are productive, creative, well- organized, responsive, and timely, with a supportive attitude.

Over time all active GLD learn to direct teams at an International level of expertise, (including such basics as speaking comfortably with various global accents, time zones, etc.).

Any procedural changes, external communications, or potential partnerships must be discussed and approved in advance by the IHF Executive Team.

Our GLDs learn the inter-relationship between all teams in any NGO or non- profit, when working internationally. This is an important skill in Directing. It requires an understanding of how small changes on one team, effect many other teams in a manner individual Volunteers won't understand without GLD training and experience at this level. It is your job to learn how to guide individual global volunteers to this understanding over time.

GLD Dependability

While it is an important part of our mission statement and goal: Training GLDs takes much of our time and patience. It is donated by other long term IHF Volunteers. We ask GLDs and volunteers both for a minimum 10-12 month commitment so that our time is also spent on the children and communities, rather than in retraining because of undependable GLDs. This is why we require two interviews, references and background research on GLD applicants before denial or acceptance. We thank you for your dependability and dedication.

As mentioned earlier, during your involvement with IHF you have the option to "go pink", meaning "put on hold for two weeks up to a year". Going pink (i.e. professor going on sabbatical for a year, maternity leave, new job, illness, family emergency, etc.) allows GLD to go on leave whenever needed. Please give one month's notice whenever possible, though we all understand illness, and "change- in -life " situations that are unexpected and inevitable at times. Please contact your teams Lead and the Allocations (TTP) team when needing to go into PINK, at allocations2022@ihfonline.org

Training

IHF supports the vitally important preservation and use of all local languages. For practical necessity, IHF uses English as a primary language to communicate online within our organization.

All GLD will be provided instructions and training for their assigned team, as well as supporting documentation, as needed. Training will likely be done using an application

such as Zoom, WhatsApp, Skype, as IHF is an international organization with volunteers and an Executive Team located all over the world.

If you encounter any challenges, wish to change teams, or need to talk to an Executive Director in confidence, please contact the Human Resources team at allocations2022@ihfonline.org

Daily Schedule

The GLDs schedule will vary according to your availability as outlined in your interview and acceptance process. The times best for you may vary during your time with us, but do be aware of the time zone differences and the demands this might place dependent on where you live. We do ask that you share your "anticipated" schedule in advance with the IHF Executive Team, as well as any previously arranged off-line periods you need IHF to respect. Clear, dependable communication allows our teams to work seamlessly and with the support of the entire group.

Weekly/ Monthly Report

GLD are required to send a weekly or monthly report (depending on the team). It is a brief summarizing what was worked on and/or accomplished during that period. This brief report is sent from your IHF email address to your team chatroom and mailbox. IHF members will teach you about this reporting and any other tasks involved, while respecting your time requested boundaries as you outline in this MOU documented (or later adjusted as you need). Your tasks and training are to fit this time allotment, unless you have gone into PINK. Any questions about tasks or a change of teams is handled through your Team Lead or the Allocation Team. allocations2022@ihfonline.org

Please do not phone other GLD, Volunteers, or members unless texting them first. This is to prevent calling other than when they have designated. Please keep in mind the global time zone differences effecting your calls and your teams meeting times.

IHF Email Mailbox

All GLD (and Volunteers) will be assigned an IHF member mailbox for use with all of IHF's teams. This mailbox is not private and is only for IHF work and can be viewed by others whenever needed. Please note> For all your team work:

Any emails sent by an At-Home Volunteer must be sent from the IHF team mailbox. If sent from their IHF personal mailbox, it must be copied to the team mailbox. This is to ensure all transactions involving the team are flowing from and to the team mailbox for organizational purposes.

This policy ensures consistent updates to the entire team and avoids confusion in an organization of constantly flowing, transitory volunteers from around the world.

During the initial training period, any template emails sent out to anyone outside of IHF must first be approved by the HR Executive Director or the CEO.

Cultural Sensitivities

All IHF Volunteers have a commitment to support the local culture and traditions of the children and populations we serve. We do not try to impose their own values and opinions on any other volunteers or community members. If a volunteer's role requires contact with any local staff or community members, they must remember they are representing this commitment in their communications to them.

Confidentiality (Signing the Non-Disclosure form before acceptance)

Given the sensitive nature of the work IHF does on behalf of vulnerable children, a GLD must not, except as authorized by IHF or as required by law, use, divulge or disclose to any person, firm, organization, or entity, any confidential information relating to the children, families, organization members, business, finances, clients, donors and sponsors, volunteers, customers, dealings, or affairs of IHF. Most pointedly no information should be divulged as this is invading a child's privacy which no volunteer or staff has right to do. A child's life story is their life and we have no ownership or right to divulge it to others without the child's permission when old enough. IHF considers it abusive to do otherwise with any individuals we work with. The above list of examples is by way of illustration only and is not exhaustive as long they are involved with us and representing IHF.

Protected Disclosure

If a volunteer has reason to believe a harmful or illegal activity is being undertaken, they must discuss said concerns with a member of the HR Executive Leadership Team directly or WhatsApp text the CEO (+1858 257-7120) and may do so without fear of any adverse action being taken. Please label URGENT. There are circumstances of safety where appropriate officials by law must be notified.

Warning Process & Dismissal

If a GLD is found to not be sending in their weekly/monthly task report, or meeting the expectations described in this MOU, they will be given one warning via email by a member of the Executive Leadership Team. Following this written warning, should there continue to be issues with a GLD's weekly/monthly task report, dependability performance for their team members, and leadership abilities involving honesty and the integrity of IHF: They may be banned from IHF, and sent an email, (copied to their references if the reason is extreme), asking to end their volunteer time with IHF. IHF encompasses ethical, active, dependable GLD leaders and worldwide volunteers. If a volunteer is dismissed for a serious offence such as but not limited to: inappropriate conduct involving drugs or alcohol, sexual activities, abusiveness, grave disrespect to other volunteers, staff, or guests, theft, financial misrepresentation, repeated rudeness to the local culture etc., that volunteer will be made to leave immediately and, if extreme, their references notified. If necessary based on local law and custom, the offence will be reported to police as legally required.

To Confirm Acceptance

To confirm acceptance into the Online Global Leadership Development Program, an applicant must submit the following documents to volunteer@ihfonline.org within 30 days of receiving the Official IHF GLD Volunteer Offer email:

- 1)• A signed Agreement and Signature Page of this MOU (see below).
- 2)• A signed IHF Photography Agreement Form
- 3)• A signed IHF Non-Disclosure Form

Official acceptance into the Online GLD training program will not be granted until all of the above documents are submitted.

Per diem Policy

It is important to understand that a GLD Volunteer is not an employee and does not receive a salary, wage, or hourly, daily, or monthly rate. We provide a per diem for Local full time Online GLD to help pay their Internet costs, so we aren't excluding those who otherwise can't afford this valuable practice and experience in directing globally. We do not purchase computers for GLD. You will need to own a laptop or computer to be active on your IHF teams.

IHF full time student GLD per diems to help with IHF Internet and other costs is paid as follows:

GLD's first 1-3 months - \$35/month

4-6 months -\$55/month

7-9 months - \$85/month

10-12 months - \$100/month

After one year completed full time training: \$150 - \$250/month if accepted into full salary and increases yearly dependent on the country and position.

Please note that, depending on location, our hiring after a year and our yearly increases have been severely limited, or ended by COVID, as has our AT CENTER GLDs. We cannot promise hiring after your tenure, and do not know what the future holds in terms of worldwide organizations and placements. You will gain safe practice and experience with us but by no means guarantee of a job with us. Please discuss this with us further as we want all GLD thrilled with their experience and no one ever feeling misled. This is a very important point, and all the more so with COVID.

I, okey ifeanyi officially accept a position in IHF's Online GLD Program for the weekly hours as described in the MOU and checked off below:

- Full Time with per Diem

Half Time

Quarter Time

My GLD beginning dates is on (dd/month spelt out/yy)

03/February/2024

By signing below, I acknowledge that I have carefully read the information contained in this MOU and the Interview documentation sent to me by IHF. I agree to follow all IHF rules and information contained within.

My Signature:



My E-Mail: ifeanyiokey98@gmail.com Today's Date:
03/February/2024

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