

LANARK COUNTY COMMUNITY JUSTICE PROGRAM	POLICIES & PROCEDURES
SECTION: Operations	DATE: Feb 20, 2014
SUBJECT: Monthly Facilitator Meetings	HISTORY: New Policy
<p>Policy: Group debriefing and ongoing learning is a critical aspect of being a Volunteer Facilitator, and all volunteers are expected to commit to attending as many team debriefing meetings and as many speaker meetings as possible. Attendance is restricted to registered volunteers and Board members because of confidentiality concerns. Facilitator Meetings are important in order to keep up to date with current policy, refresh procedures and assist in the training of trainees by sharing their experiences.</p>	
<p>Procedure:</p> <ol style="list-style-type: none"> 1. In order to ensure ongoing learning and group debriefing, regular facilitator meetings are held each month except July and August. 2. If the facilitator will not be attending or has not been able to attend facilitator meetings they should contact the Executive Director. We encourage the facilitator to remain in communication with LCCJP if they are not able to attend meetings or if circumstances prevent them from attending meetings. 3. In the event that a facilitator misses numerous meetings without indication as to why they may have missed, the Executive Director or Program Coordinator will contact the facilitator to discuss the volunteer's ability to commit to the requirements of staying current in their skills with the program. Should a facilitator be unable to commit to regular meeting attendance, they can choose to go on or may be placed on inactive status, to be reassessed at a later date. After one year on the inactive list, a facilitator may, at the discretion of the Executive Director in consultation with the facilitator and the Program Coordinator, be required to be an observer before reassuming a lead facilitator role. 	