# Volunteer Onboarding Information

# WELCOME

Thank you for becoming a volunteer with the Inattentive ADHD Coalition (IAC). We welcome you as a valued ally in helping us to create more awareness of ADHD and the need for early diagnosis and treatment.

We hope that you will find your time with us rewarding and that you know how much we depend on your continued support.

# VISION STATEMENT

Our vision is that all children will be screened for ADHD before finishing second grade and that whenever a child is diagnosed with ADHD, screening is recommended for all other family members.

# MISSION STATEMENT

The mission of IAC is for children with inattentive ADHD to be diagnosed by age eight and adults with inattentive ADHD to be readily and correctly diagnosed when they seek help.

# HISTORY AND GUIDING VALUES

IAC was founded in March 2021 by Cynthia Hammer, MSW. She was diagnosed with ADHD in 1992, and founded and ran ADD Resources, a nonprofit organization, for 15 years before retiring when she was 67.

When she was 78, after writing a book about her life, *Living with Inattentive ADHD*, she realized many with the inattentive type of ADHD continued to be under-diagnosed or misdiagnosed. This realization inspired her to start the nonprofit IAC to create more awareness of inattentive ADHD and get more people diagnosed early and correctly.

We are an innovative; knowledgeable; and reliable organization.

# CRITICAL VOLUNTEER INFORMATION

All our volunteer positions are virtual. Some can be completed on your schedule, while others must be completed by a deadline. We require you to keep track of your volunteer time. is a good app for doing this.

Please submit your volunteer hours at the end of each month. Watch for the reminder email from [admin@iadhd.org](mailto:admin@iadhd.org).

As a volunteer, we expect that:

1. You keep any information you learn about our organization, its employees, officers, subscribers, volunteers, or donors confidential. You will need to print out, sign and return our Confidentiality Agreement.
2. You do not speak on behalf of the organization, as only the Board President and the Executive Director are empowered to speak on behalf of IAC.
3. You share your concerns, grievances, or ideas about how to improve the volunteer experience with the Volunteer Coordinator. If the Volunteer Coordinator does not resolve your concerns, only then should you bring it to a board member on the HR committee.
4. You should ask the Volunteer Coordinator any questions you have about your volunteer duties and expectations.
5. You track your hours and fulfill your assigned duties on time. You record your hours each month in our volunteer software.
6. You complete an annual evaluation of your volunteer experience so we can continually improve our volunteer program. If you have suggestions before your annual evaluation, please share them with the Volunteer Coordinator.
7. You interact respectfully, with forbearance and kindliness, with everyone when volunteering with IAC.
8. If you need to terminate your volunteer commitment, we expect that you will provide adequate notice, complete any unfinished tasks, and participate in an exit interview.

# RECOGNITION AND REWARDS

1. Each month, a different volunteer will be highlighted in our monthly enews.
2. Volunteers who have devoted over 40 hours to IAC and continue their volunteer commitment will be featured on a website page honoring volunteers.
3. IAC hosts an annual online volunteer event where we celebrate one another and out achievements.

# STANDARDS OF CONDUCT

1. The Volunteer Coordinator will discuss your performance with you annually or more often if there are concerns.
2. If, after counseling by the Volunteer Coordinator, your volunteer service is not a good fit for our organization, the Volunteer Coordinator, in his sole judgment, will decide that you will no longer be a volunteer for IAC.