

Certificate demonstrating voluntary executive committee work

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1. What is a certificate demonstrating voluntary executive committee work?

Important: A certificate demonstrating voluntary executive committee work is *not an* employment reference. Its main purpose is not to provide an evaluation, but rather serves to recognise and confirm the voluntary work carried out. The certificate documents this work and describes which tasks were performed for the executive committee of an association, including in which time period and the time commitment involved. It also describes the activities and tasks performed by the executive committee member in question.

From a legal perspective, there is no obligation to provide such a certificate for an executive committee member. That being said, voluntary work standards do recommend providing the certificate as a sign of appreciation and as a way of compensating the member at the end of their voluntary activities. The certificate can, of course, also be included with future applications for other terms of office or jobs.

Since it is not a certificate in the traditional sense of the word, it does not contain any formulations typically found in one, but is instead written in clear and simple terms.

In principle, it should contain accurate, clear and well-meaning statements. This is no obligation to provide complete information. Omitting information will not have any legal consequences for the person producing the certificate.

2. Content of the certificate demonstrating voluntary executive committee work

The certificate

- has a clear *sender*: the association.
- may (but does not have to) set out the type and *objects of the association*.
- *clearly identifies the executive committee member in question*, i.e. first name(s), surname, any academic titles, date of birth and place of residence. The address may be specified but does not have to be.
- specifies the *position on the executive committee and the duration* in which the member in question held that responsibility.

- describes the most important *tasks / activities / areas* in which the executive committee member was involved and may also indicate the competences required for this (see work aid on "units within the association" at www.vitaminb.ch).
- may indicate the *impact of the work* performed by the executive committee member, such as experience gained from working on the committee.
- may (but does not have to) contain a (positive) *assessment of the achievements* of the person in question. Important: *The certificate must not contain any negative statements*. In providing a positive assessment, the certificate may refer to aspects of reliability, meeting obligations, precision, dependability, punctuality, commitment, creativity and expertise.
- may mention *the number of hours dedicated to the role* (e.g. time commitment per year, number of meetings).
- may mention any *further training* carried out in relation to the function.
- must in all cases include a *thank you to the* person in question for their voluntary engagement in the association.
- is generally signed by the chair. A certificate produced for a chair may be signed, for example, by the umbrella association (if there is one), the co-chair or by two other executive committee members.

If available, the current job description for the executive committee position in question may be enclosed with the certificate.

3. Formal requirements for the certificate

The certificate must

- not be longer than one to two A4 pages.
- if possible, be written on the association's letterhead (with appropriate logo). If there is no official letterhead, the association must be clearly identifiable as the sender.
- be titled "certificate demonstrating voluntary executive committee work".
- provide the executive committee member's personal details in full: first name, surname, academic title, date of birth, place of residence.
- not contain any grammatical mistakes or misspellings and be in order from a visual perspective.
- be written in simple language with short, clear sentences.

4. Difficult situations

If an executive committee member whose achievements were unsatisfactory has resigned from their position, this may *not* be mentioned in the certificate. Rather, the certificate should describe the position, tasks and the hours committed to the role *without providing an evaluation*. Even in such cases, the certificate must contain a thank you to the member for their work.

Examples (Please adapt the words in *italics* accordingly.)

Sample Toy Library Association (letterhead or logo of the association)

Certificate demonstrating voluntary executive committee work

The Sample Toy Library Association temporarily leases different categories of games (board games, outdoor games, movement games and electronic games) to children and adults at reasonable prices.

The Sample Toy Library Association is a non-profit organisation. The members of the association (the legal form of the toy library) work on a voluntary basis.

VRENI MILLER

Born on *20 March 1988*, resident in *Sample City*, was a member of the executive committee in the *Sample Toy Library Association* from *1 June 2019 to 31 May 2022*. Specifically, she worked as an *actuary*. She dedicated around... hours annually to this role on a voluntary basis.

In her function as *actuary*, Vreni Miller was responsible for taking minutes at executive committee meetings and general meetings.

She performed this role with expertise and dedication throughout her time on the executive committee. Vreni Miller is a very reliable individual with excellent linguistic skills who made an excellent addition to the executive committee and went above and beyond for the association, in addition to performing the tasks in her unit.

We would like to thank *Vreni Miller* very much for the excellent voluntary work she performed for our association and wish her all the luck and success for the future

Sample City, 15 October 2022

Monika Grunder, Chair of the Sample Toy Library Association

Sample Association for Disabled Persons

Certificate demonstrating voluntary executive committee work

The Sample Association for Disabled Persons has the objective of creating jobs for persons with a physical or mental disability. Everyone has at least one specific skill or talent that can be developed and promoted. We create the clear structures and optimal conditions needed to bring these skills and talents to the fore.

HUBERT KELLER

Born on 5 May 1955, resident in *Sample City*, served as *chair* of the *Sample Association for Disabled Persons* from 1 June 2020 to 31 May 2022. He dedicated at least... hours annually to this role on a voluntary basis.

In his function as *chair*, *Hubert Keller* demonstrated great leadership skills in running the *Sample Association for Disabled Persons*, representing it externally and successfully negotiating with the cantonal social services and social insurance agencies each year. He meticulously prepared for meetings of the executive committee and general meetings, and skilfully led them. He took pride in launching new and innovative projects, which helped to continuously develop our *Sample Association for Disabled Persons*. Thanks to his excellent communication and mediating skills, he succeeded in consistently motivating and inspiring members of the executive committee and association, as well as managers, of the *Sample Association for Disabled Persons* and positioning the association well for the years ahead.

We would like to thank *Hubert Keller* very much for the many years of voluntary work he performed for our association and wish him all the luck and success for the future

Sample City, 15 June 2022

Signature of the manager of the Sample Association for Disabled Persons or the vice-chair, or if need be, the municipal council or association (e.g. an association providing services for disabled persons)

There is a text generator on the website www.dossier-freiwillig-engagiert.ch, with around 200 different text component for ten executive committee roles available.

Sources

- *Peter Häusermann, Arbeitszeugnisse – wahr, klar und fair. Tipps und Anregungen für verantwortungsbewusste Arbeitgeber ("Job references – true, clear and fair. Tips and suggestions for responsible employers"). Spektramedia 2011*