



## 2.05 Volunteer Policy

### INTRODUCTION

HAAG recognises the valuable work of volunteers as essential to the organisation. Volunteering at HAAG provides an opportunity for members to get involved, remain active and be socially engaged.

Opportunities to volunteer at HAAG are through Working Group participation, when help is required for member mail-outs and to staff Information Stands at festivals and rallies and by joining the Committee of Management or speaking at public events.

HAAG will provide a safe and healthy workplace, as far as is practical, and will ensure the appropriate level of insurance cover for Volunteers.

The Co- Managers will manage the HAAG Volunteer program and report on Volunteer numbers and activities to the Committee of Management.

### PURPOSE

This policy is intended to guide the development of the HAAG Volunteer program and procedures by HAAG staff. The aim of Volunteers procedures will be to ensure adequate opportunities for members to volunteer and that Volunteers are well catered for, respected, feel safe and appreciated for the work they do.

### POLICY AIMS

HAAG's Volunteer Policy aims to ensure that:

- Volunteer staff gain satisfaction from their work, they are supported within the HAAG organisation and are valued members of staff;
- All staff understand and respect the roles and duties of their fellow work-mates;
- Volunteers clearly understand the conditions of voluntary work;
- Volunteers understand and follow organisational policies and procedures;
- Volunteers have adequate insurance cover for the duties they perform.

### DEFINITIONS

Formal **Volunteering** is an activity which takes place in not-for-profit organisations or projects and is undertaken:

- to be of benefit to the community and the volunteer;
- of the volunteer's own free will and without coercion;



- for no financial payment; and
- in designated volunteer positions only

## **PRINCIPLES**

- Volunteering is not compulsorily undertaken to receive pensions or government allowances;
- Volunteering is a legitimate way in which citizens can participate in the activities of their community;
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs;
- Volunteering is an activity performed in the not for profit sector only;
- Volunteering is not a substitute for paid work;
- Volunteering respects the rights, dignity and culture of others;

## **SCOPE**

- All organisational staff
- Committee of management
- All organisational members and volunteers

## **POLICY**

- All volunteers shall be treated with respect and appreciation for their contribution.
- Potential volunteers shall be offered appropriate information and training prior to the commencement of any work with HAAG.
- Engagement as a volunteer at HAAG shall be at the discretion of the Co-Managers and subject to the satisfactory completion of a probationary period.
- HAAG members who are interested in voluntary work shall indicate their preferences, capabilities and availability on the HAAG Membership Application form.
- Volunteers shall only undertake work that has been assigned by their supervisor after assessment as being suitable for their particular skills and abilities.



- Volunteer work at HAAG shall be meaningful and complement the work of the organisation, but shall not be work that should be done by paid staff.
- Volunteer work at HAAG shall be unpaid, though approved out of pocket expenses will be reimbursed.

All volunteers shall sign in and out noting hours worked on any occasion that they work using the HAAG Reimbursement Form. Volunteers are required to provide their bank account details to HAAG for reimbursement of approved expenses.

Light refreshments are often, but not always provided during voluntary activities, so volunteers with special dietary needs shall ensure that they have necessary food and fluid with them when they come to work and take adequate breaks for rest and refreshment

HAAG volunteers should generally work alongside HAAG staff and shall not be expected to work on their own, particularly in out- of- office and public arenas.

All volunteers at HAAG shall comply with and have their work covered by the relevant work place legislation and regulation.

### **Management of Volunteers**

The Co-managers are responsible for the screening (including police checks), registration, training and deployment of all volunteers.

The Co-Managers will ensure that Volunteers are provided with the organisational and work information and training that they need, prior to allocating any work.

The Co- Managers will introduce volunteers to the staff member who will supervise them on any occasion of work.

The Co-Managers will from time to time check with individual volunteers to ensure that they are managing the work assigned, performing it safely, with adequate rest breaks, and getting some satisfaction from that work.

The Co-managers will authorise reimbursement of reasonable out of pocket expenses such as travel costs and pay a modest meal allowance when food and beverages are not provided.

### **Related Procedure**

Volunteer Reimbursement Form

Volunteer Guide

Volunteer Confidentiality Agreement

Code of Conduct