

	VOLUNTEER POLICY	
	Drafted by:	Sandra Di Giantomaso
	Administered by:	Networker
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INTRODUCTION

Network West is a small but active membership based organisation. Network West develops a range of programs, events and activities that require the engagement of volunteers. It is the responsibility of the Networker to organize the recruitment, training and supervision of volunteers. The Networker shall report regularly to the Committee of Governance when, and if, a volunteer is required.

DEFINITION

For the purposes of this policy volunteering is defined as “time willingly given for the common good and without financial gain”

Volunteering is different from paid work based on the following:

- Volunteering is always a matter of choice
- It only takes place in or through not-for-profit projects or organisations
- It is unpaid
- It creates positive change for the volunteer, the organisation and the community

PURPOSE

This policy is intended to ensure that volunteers working at Network West have work that is safe, significant, fulfilling, and appreciated.

POLICY

- All volunteers shall be treated with respect and gratitude for their contribution.
- Volunteers shall carry out duties assigned by the staff of Network West
- All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal
- All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role
- Volunteers have the right to refuse work which is outside their role description
- Volunteers have the right to leave their role but should give as much notice as possible. The Committee of Governance can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

All volunteers shall, as far as possible,

- Be protected from harm
- Be relieved of liability for acts performed in the discharge of their volunteer functions.

PROCEDURES

Recruitment

All volunteers are subject to the screening procedures set out in the appropriate section of Network West's Staff Recruitment Policy.

Recruitment of volunteers shall also take into account Network's commitment to a diverse workplace under its Access and Equity Policy.

Induction

All volunteers shall be offered appropriate information and induction to discharge their functions, and successful completion of this induction shall be a condition of carrying out these functions.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

Reimbursement

All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions.

Dispute resolution

All volunteers shall be entitled to an appeals process as set out in the Complaints and Appeals policy

Feedback

Feedback from volunteers is important to improve the volunteer processes within Network West. Feedback from volunteers will be sought whenever practicable, via a survey.

Related Documents

- Staff Recruitment Policy
- Access & Equity Policy
- Code of Ethics Policy
- Complaints and Appeals Policy
- OH&S Policy
- Student Placement Policy
- Risk Management Policy
- Network West Constitution
- Network West Code of conduct
- Wingate Avenue Community Centre policies