

VOLUNTEER POLICY

This policy aims to set out a guide to best practice in using volunteers towards achieving the aims and objectives of the Society, primarily in respect of committee membership. All volunteers are expected to be familiar with this policy and all other documents referred to within it and to adhere to existing rules and procedures.

This document should be regularly reviewed by the committee to recognise significant changes in legislation and incorporate any comments from other volunteers. It is available on the Society's website or as hard copy on demand.

A volunteer gives her or his experience / knowledge / skills / time **freely** and this must be recognised plus the fact that there are other commitments on an individual's time. The Society has a responsibility to support key volunteers (committee members and recognised contacts) by providing up-to-date information and advice when needed.

No committee member will be formally employed by the Society for the purposes of the day-to-day running of the committee or on-going activities.

Roles – Those set out in the latest Constitution are appropriate to the current needs of the Society's aims. We recognise that the skills offered by a new volunteer might not always match the vacancy on the committee and we must appreciate that a volunteer may feel unable to take on any role outside his or her skills base. Equally a volunteer would be expected to adhere to the agreed limits of any role unless prior consultation had taken place, as such actions could incur risks.

Training and induction - this consists of an informal introduction to committee procedure, a guide to the Coach House, and how major events are supported.

One committee member is assigned to a new recruit for this introduction and to act as a mentor.

If any committee member felt that he or she would like to attend a training opportunity relevant to the aims of the Society, this should be considered and financial support offered.

Health and Safety/ Insurance – We have a duty of care to our volunteers and will endeavour to ensure that they are covered by insurance in the Coach House and at outreach events.

Complaints procedure – We encourage concerns to be raised early and informally in the first instance.

Attendance – We expect reasonable notice of failure to attend meetings. Frequent absences will be followed up and discussed.

Policies - We recommend that all committee members are aware of other policies and procedures on Equality and Diversity, Safeguarding, Conflict of Interest, Investment, and Complaints Handling.

Data protection, confidentiality, copyright - personal details will be kept securely and not shared without permission, and no communication of any of the Society's plans may be made public without committee agreement. Copyright regarding the content of the newsletter must be recognised, and any work done by an individual on behalf of the Society should be discussed with the committee prior to publication or release .

Expenses – will be reimbursed on verifiable amounts. Large amounts, exceeding £50 should be pre-agreed by the committee where possible.

Approved by the Committee as the Trustee Board

A.M. Cousins
..... Co-Chair

D.E.T. Child
..... Co-Chair

Dated *12th July* 2016.