



VOLUNTEER MANAGEMENT POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

INTRODUCTION

Community Veracity relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at Community Veracity 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 management of Community Veracity.

RESPONSIBILITIES

It is the responsibility of the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT. of Community Veracity to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT..

The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT. shall report to the board regularly on the Community Veracity volunteer program.

PROCEDURES

Recruitment

All volunteers are subject to the screening procedures set out in the appropriate section of Community Veracity's Recruitment Policy.



Recruitment of volunteers shall also take into account Community Veracity's commitment to cultural diversity under its Access and Equity Policy.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training 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 pre-approved expenditure incurred in the exercise of their functions, as set out in Community Veracity's Reimbursement of Expenses Policy.