

Policy 14 – Volunteers

Introduction

1. U3A Mirboo North & District Inc. relies heavily on the unpaid work of volunteers in many roles and capacities and values their contribution highly.
2. Nothing in this policy shall override the rights and responsibilities of the U3A Mirboo North & District Inc. Rules of Incorporation and Standing Orders.

Purpose

3. The purpose of this policy is to ensure that volunteers involved with U3A Mirboo North & District Inc. are provided with an environment that is safe, supportive, fulfilling and inclusive.
4. U3A Mirboo North & District Inc. seeks to retain volunteers by ensuring their needs and expectations are met.

Policy

5. All persons volunteering with U3A Mirboo North & District Inc. shall be treated with respect and gratitude for their contributions.
6. Volunteers shall perform their duties in accordance with the Rules of Incorporation, Standing Orders and policies and procedures as adopted from time to time by the Committee of Management of U3A Mirboo North & District Inc.

Procedures

7. Recruitment – all members of U3A Mirboo North & District Inc. are encouraged to serve the organisation in volunteer roles that meet their experience and interests.
8. Induction/training – volunteers will be provided with the information and support they require to fulfil their volunteer roles. For example, tutors will receive a Tutor Handbook as well as venue/activity-specific information.
9. Reimbursement – volunteer tutors have the right to be reimbursed for U3A associated out-of-pocket expenses, however, **prior approval** is required from the Committee of Management.

10. Volunteer tutors should also familiarise themselves with a copy of the U3A Mirboo North & District Inc. Handbook for Tutors.
11. Complaints made about volunteers or by volunteers that relate to the volunteer's role with U3A Mirboo North & District Inc. shall be dealt with in accordance with the Grievance Policy.

Responsibilities

12. U3A Mirboo North & District Inc.'s Committee of Management is responsible for developing, adopting, implementing and publishing this policy.
13. It is the responsibility of U3A Mirboo North & District Inc.'s Committee of Management to encourage members to take on volunteer roles within the organisation.
14. It is the responsibility of the Course Coordinator to receive complaints and queries about this policy, and escalate to the Committee of Management as required.
15. It is the responsibility of all members support the organisation through voluntary contributions where possible. Members should also encourage others to take on voluntary roles where appropriate.

Authorisation

16. This Volunteers Policy was adopted by the Committee of Management of U3A Mirboo North & District Inc., and minuted as such, on [insert date of meeting].
17. This policy will be published by the Committee of Management of U3A Mirboo North & District Inc. on its website within four (4) weeks of the date of this authorisation.

Related Policies

- Privacy
- Sexual Harassment
- Code of Conduct
- Bullying
- Risk Management
- Anti-Discrimination
- Health & Safety
- Conflict of Interest
- Social Media Usage
- Communications and Media
- Governance
- Accessibility
- Transparency & Accountability
- Document Retention
- Grievance

Forms

- Complaint
- Incident/Injury/Accident/Near-Miss
- Investigation and Outcome

<i>Version Number</i>	<i>Volunteers Policy Version 1</i>
<i>Endorsed by:</i>	<i>Date:</i>