

## **VOLUNTEERING POLICY**

Issued 6/2/2019

### **PURPOSE**

To ensure that volunteers are well catered for and treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia's principles

### **POLICY STATEMENT**

McLaren Flat Recreation Ground (MFRG) values the role of volunteers as essential to the organisation.

Volunteers are respected for their skills and talents. MFRG aims to maximise volunteers' potential by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.

The Volunteer Policy applies to all volunteers of MFRG, long and short-term as well as the Management Committee.

### **MFRG WILL:**

Clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities

Provide induction to volunteers and ongoing support as required

Provide a safe and healthy workplace as far as is practical

Reimburse volunteers for purchases made in good faith where the purchase is reasonable and receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved

Ensure an appropriate level of insurance cover for volunteers

### **VOLUNTEERS:**

Must be aware of the relevant legislative requirements related to their role e.g. Work Health and Safety Regulations; Volunteers Protection Act (SA)

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

Have the right to refuse work which is outside their role description

Have the right to leave their role but should give as much notice as possible. MFRG 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.

### **ENDORSEMENT**

Approved by MFRG Management Committee 6/2/2019