

NEWC VOLUNTEER POLICY

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For the purposes of this policy, a **volunteer** is a member of the community who of their own volition offers to undertake activities / duties related to club activities for no payment and is approved by the NEWC Inc. Committee to do so.

PURPOSE

To ensure that volunteers are well catered for, treated with respect and valued as a crucial part of the North East Windsport Club membership.

The North East Windsport Club Inc. (NEWC) Committee ...

- values the role of volunteers as essential to the organisation and are respected for their skills and talents.
- shall afford Honorary Membership to the volunteer and bestow such rights as described in the *NEWC Inc. Constitution* on approval of on-going involvement in club activities. (Volunteers supporting “one off” activities will be regarded as having a free “Day Membership”).
- shall record attendance by volunteers at any NEWC Inc. activity in the *NEWC Attendance Diary*.
- will provide induction to volunteers and ongoing support as required.
- will clearly specify the work of volunteers through role descriptions, (where appropriate), to ensure that roles match volunteers’ skills, interests and capabilities.
- will advise all volunteers who have a defined functional role, that they will be subject to a probationary period of three months to ensure that the role is right for them and that they are suitable for the role.
- at its discretion, will cover the cost of any training necessary to enable the volunteer to undertake his or her role as described in the *Position Description*.
- will ensure volunteers are briefed and provided training on the relevant legislative requirements related to their role e.g. Working with Children Checks.

- will ensure a level of insurance cover for volunteers as provided for under the *NEWC Inc. Constitution* Honorary Membership provision or “Day Membership” category as appropriate.
- aims to maximise volunteers’ potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.
- undertakes to ensure the duty of care for the volunteer remains with the Committee of Management.
- will provide a safe and healthy workplace as far as is practical.
- will reimburse volunteers for any purchases where receipts can be provided in line with current policy. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.
- expects all volunteers to adhere to Club policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal.
- accepts 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 Club Committee 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.

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