



<b>Volunteer Policy and Procedures</b>		Approval Date:	01/05/2024
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## 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

## SAMPLE POLICY STATEMENTS

- Blind Bat Inc values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
- Blind Bat Inc aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections
- Blind Bat Inc will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities
- Blind Bat Inc will provide induction to volunteers and ongoing support as required
- The duty of care for the volunteer remains with the Committee of Association
- Blind Bat Inc will provide a safe and healthy workplace as far as is practical
- Blind Bat Inc will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved
- The Blind Bat Inc Committee will ensure an appropriate level of insurance cover for volunteers
- Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Information Privacy Act, Working with Children Checks
- All volunteers 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
- 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 Association.