

## **VOLUNTEER POLICY**

### **Philosophy/Purpose:**

Volunteers bring a unique contribution to the work of the organisation. Their contribution helps ME/CFS Australia (Victoria) maintain and develop a range of services and support. ME/CFS Australia (Victoria) subscribes to and contributes to the development of best practice in the field of volunteering.

### **Specific Goals:**

- To actively support and promote volunteering.
- To clarify the role of volunteers within the organisation.
- To promote best practice throughout the organisation by providing a framework which sets out volunteers and ME/CFS Australia (Victoria) expectations, rights and responsibilities.
- To ensure a consistent approach to volunteer management.
- To ensure the application of equal opportunities in relation to volunteering.

### **Responsibility:**

- The Committee as a whole is responsible for ensuring the policy objectives are achieved although it may delegate particular duties to its members.
- The CEO will be responsible for ensuring that all staff, including volunteers, comply at all times with Government legislation and this policy
- In line with best practice, volunteers working within children's services are to be vetted and police checked.

### **Guidelines/Strategies:**

#### What ME/CFS Australia (Victoria) offers volunteers

ME/CFS Australia (Victoria) recognises that volunteering is an exchange. We value and benefit from the skills and knowledge volunteers bring to the organisation and in return we aim to ensure that volunteering with ME/CFS Australia (Victoria) is a positive experience.

#### Principles of Good Practice

ME/CFS Australia (Victoria) aims to achieve best practice in all its endeavours and undertakes to ensure that:

- The selection process for volunteers avoids unfair discrimination and is welcoming to all prospective volunteers.
- The selection procedure for volunteers follows guidelines for best practice by ensuring that all volunteers are interviewed and that appropriate references are checked.
- To provide a clear definition of what is expected from volunteers through the provision of volunteer task descriptions and a volunteer handbook.
- To provide volunteers with the necessary skills to carry out their task through induction and on-going training.

### Rights of Volunteers

- To be respected and valued and know what their rights and responsibilities are.
- To be provided with information required to carry out their volunteering and to know what is expected of them.
- To be given induction and other training appropriate to their tasks.
- To be given support and supervision and to have a named person to oversee their volunteering duties.
- To be informed of Health & Safety Policy and to be provided with a safe working environment.
- To be paid reasonable out of pocket expenses.
- To be covered by ME/CFS Australia (Victoria) insurance policies.
- To be free from discrimination.

### Responsibilities of Volunteers

- To carry out their agreed duties to the best of their abilities.
- To adhere to the organisation's philosophy and aims.
- To be honest and reliable.
- To respect privacy and to maintain matters of confidentiality.

Policy Endorsement Date: 24 June 2008

Policy review date: 2010