# VOLUNTEERS POLICY

# TEMPLATE

DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the Indigenous Remote Communications Association, its staff, volunteers or Board of Directors, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the Indigenous Remote Communications Association for any known or unknown consequences that may result from reliance on any information provided in this publication.

**1. PURPOSE**

This policy seeks to ensure that volunteers are effective within [ORGANISATION] and have their safety and professional needs respected and protected.

**2. POLICY**

### **2.1 Recruitment**

All volunteers are subject to the screening procedures set out in the appropriate section of [ORGANISATION]’s Staff Recruitment Policy. Recruitment of volunteers shall also take into account [ORGANISATION]’s commitment to diversity under its Diversity Policy.

### **2.2 Induction**

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

### **2.3 Supervision**

All volunteers shall receive appropriate supervision in the exercise of their functions, and be made aware of the Workplace Health and Safety Policy.

### **2.4 Reimbursement**

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in [ORGANISATION]’s Financial Accountability Policy.

Associated Policies

* Diversity Policy
* Financial Accountability Polocy
* Staff Recruitment Policy
* Workplace Health and Safety Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>
<Date of approval by the Board>
<Name of Organisation>