

Port Macquarie Historical Society Inc.

VOLUNTEER POLICY

Purpose:

The policy provides guidance to both the Management Committee and volunteers of the Port Macquarie Historical Society and Museum (PMHS), on the role, responsibilities and expectations of volunteers within the organisation.

Definition:

A volunteer is a person who is a member of the PMHS and agrees to perform a designated task for the organisation at the express direction of the organisation or its designated representatives without compensation other than agreed reimbursement.

Volunteering is an activity which takes place at Port Macquarie Historical Society and is undertaken:

- to be of benefit to the organization and the volunteer
- of the volunteer's own free will and without coercion; and
- for no financial payment.

Principles:

As a not for profit, volunteer run organisation, volunteers are vital to our operation, success and ongoing viability. The organisation recognizes and values the contributions of its volunteers. Without volunteers our organisation would not exist.

The following principles of volunteering are recognised in our organisation:

- Volunteering benefits the community and the volunteer
- Volunteer work is unpaid
- Volunteering is always a matter of choice
- Volunteering is not compulsorily undertaken
- Volunteering is a legitimate way for people to participate in community activities
- Volunteering is a way for individuals and groups to address social needs
- Volunteering respects the rights, dignity and culture of others.

We will promote and protect the rights of volunteers who work in our organisation as set out in Volunteering Australia's Statement of Volunteer Rights. See Appendix 1.

Volunteer Support:

- Volunteers will receive orientation, support and training to enable them to carry out their designated volunteer position.
- Volunteers will be given a written position statement
- Newly appointed volunteers will be given a 3 month trial period and evaluation at the end of that period
- Designated volunteer supervisors will support, train and supervise volunteers on a day to day basis.
- A Volunteer Coordinator will be appointed to ensure volunteer supervisors are supported and that the organisation has up to date volunteer policies and procedures in place.
- The Management Committee will be responsible for the development, implementation and maintenance of volunteer policies, procedures and position statements.

Review:

This policy will be reviewed and update annually to ensure it complies with the National Standards for Volunteer Involvement in a Not for Profit organisation.

Related Policies and Documents:

- Grievance Procedures
- Position Statements
- Code of Conduct

Last Reviewed: 15 December 2014

Appendix 1- Volunteer Rights

Unlike paid staff, volunteers are not covered by awards or work-place agreements. Volunteers however do have rights, some which are enshrined in legislation and some which could be considered the moral obligations of an organisation involving volunteers. Volunteering Australia promotes the following as the basic rights of a volunteer.

Volunteers have the right:

- to work in a healthy and safe environment (refer various Occupational Health and Safety Act[s]);
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation;
- to be adequately covered by insurance;
- to be given accurate and truthful information about the organisation for which they are working;
- to be reimbursed for agreed out of pocket expenses;
- to be given a copy of the organisations volunteer policy and any other policy that affects their work;
- not to fill a position previously held by a paid worker;
- not to do the work of paid staff during industrial disputes;
- to have a job description and agreed working hours;
- to have access to a grievance procedure;
- to be provided with orientation to the organisation;
- to have their confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- to be provided with sufficient training opportunities to do their job.