Sample Volunteer Management Policy

Introduction

[Name of Organisation] relies heavily on the unpaid work of volunteers and values their contribution highly.

Purpose

This policy is intended to ensure that volunteers working at [Name of Organisation] have work that is safe, significant, fulfilling, and appreciated.

Policy

All volunteers shall be treated with respect and gratitude for their contribution. Volunteers shall carry out duties assigned by the management / committee of [Name of Organisation].

Responsibilities

It is the responsibility of the Chairperson/President of [Name of Organisation] to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the committee.

The Volunteer Coordinator shall assign supervisors/mentors to volunteers and shall monitor the work of the supervisor/mentor.

The Volunteer Coordinator shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The Volunteer Coordinator shall keep a log of hours of volunteering for [Name of Organisation]

Procedures

### Recruitment

All volunteers are subject to the screening procedures as per the rules of [Name of Organisation]. Recruitment of volunteers shall also take into account [Name of Organisation]’s commitment to cultural diversity under its Access and Equity Policy.

### 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.

### Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

### Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions.