

Volunteer Policy – POL007

Rationale

United Way Glenelg relies heavily on the unpaid work of volunteers and values their contribution highly.

This policy applies to all volunteers taking part in United Way Glenelg roles, including volunteer Board members and those working as a volunteer for projects or programs with United Way Glenelg.

United Way Glenelg embraces diversity and values the unique contributions of all people regardless of gender, race, ethnic origin, age, religion, sexual preference, marital status, pregnancy, disability or carer responsibility. We are committed to providing an environment free of harassment and discrimination.

Purpose

This policy is intended to ensure that volunteers working with United Way Glenelg have work that is safe, significant, fulfilling, and appreciated.

- Volunteers shall be treated with respect and with gratitude for their contribution.
- Volunteers shall be engaged at the discretion of the Executive Officer of United Way Glenelg.
- Volunteers shall carry out duties assigned by the Executive Officer of United Way Glenelg.
- Volunteers shall be, as far as possible, protected from harm, and shall be relieved of liability for acts performed in the discharge of their volunteer functions.

Implementation

The Executive Officer shall be responsible for organising the recruitment, training, and supervision of volunteers.

The Executive Officer shall report to the President.

The Executive Officer will maintain a register of volunteers for each event to include name and contact details.

The Executive Officer shall report to the Board regularly on the United Way Glenelg volunteer program.

Recruitment & Selection

Volunteer Board members are subject to the screening, approval, and probationary procedures set out in the Board Recruitment Policy.

Volunteer roles (other than Board positions) may be promoted by United Way Glenelg through various media platforms as the need arises.

Volunteers (other than Board members) will meet the requirements and responsibilities detailed in this policy.

Responsibilities of all volunteers

Volunteer Policy – POL007

As part of the recruitment process and before commencing as a volunteer, volunteers must:

- obtain a valid Working with Children Check – a copy of this will be kept on United Way Glenelg files.
- participate in any requested interviews and training and
- ensure that the privacy and confidentiality of any information they have access to is maintained as per United Way Glenelg policies.

United Way Glenelg also reserves the right to conduct Background or Police Checks (also known as a Criminal History check).

Reasons that volunteers may need a Background or Police Check:

1. Legislation requirements - where it is required by law to go through a screening process in specific industries.
2. Funding requirements - where it is required to satisfy funding requirements for government departments.
3. Duty of Care - where organisations request a Check to satisfy legal requirements that all possible efforts are made to protect clients, Volunteers and the organisation.

If any of the 3 reasons above are triggered by United Way Glenelg or a partner organisation, a Police Check must be conducted. This cost will be met by United Way Glenelg.

Induction

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.

Volunteer Board members are provided with comprehensive induction processes as set out in the Board Recruitment Policy.

Volunteers Board members will be invited to read and sign the Code of Ethics document.

Supervision

Volunteers shall receive appropriate supervision in the exercise of their functions.

Reimbursement

Volunteers may be reimbursed for all approved expenditure incurred in the exercise of their functions.

Related policies & documents

Child Safe Policy.

Media Relations Policy.

Conflict of Interest Policy.

Privacy & Collection of Information Policy.

Board Recruitment Policy.

Code of Ethics.

United Way Glenelg Board description



Volunteer Policy – POL007

To be reviewed:
September 2027