



VOLUNTEER MANAGEMENT POLICY

Policy number	0011	Version	01
Drafted by	Lynette Zito	Approved by	
Responsible person		Board on	
		Scheduled review date	

INTRODUCTION

Village Hall Players Incorporated relies entirely on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at Village Hall Players Incorporated 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 of Village Hall Players Incorporated.

AUTHORISATION

Signature of President _____

Name of President _____

Date _____

VOLUNTEER MANAGEMENT PROCEDURE

RESPONSIBILITIES

It is the responsibility of the President of Village Hall Players Incorporated 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 President.

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

The Volunteer Coordinator shall report to the board regularly on the Village Hall Players Incorporated volunteer program.

PROCEDURES

Recruitment

All volunteers are subject to the screening procedures set out in the appropriate section of Recruitment Policy. Recruitment of volunteers shall also consider Village Hall Players Incorporated's commitment to cultural diversity.

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, as set out in Village Hall Players Incorporated's Reimbursement of Expenses Policy.

RELATED DOCUMENTS

- [Volunteer Recruitment Policy](#)
- [Reimbursement of Expenses Policy](#)
- [Expense Claim Form](#)

AUTHORISATION

Signature of President _____

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