



VOLUNTEER RECRUITMENT POLICY

Policy number	0015	Version	01
Drafted by	Lynette Zito	Approved by Board on	
Responsible person	President	Scheduled review date	

INTRODUCTION

The success of Village Hall Players Incorporated (VHP) relies on its ability to attract the best volunteers available. Recruitment methods must be fair, efficient and effective.

PURPOSE

The Staff Recruitment Policy has been established to ensure VHP can attract the best available volunteers for all vacant positions. This policy relates to employment of all volunteers other than Board members.

POLICY

VHP is committed to providing high quality productions and programs to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

VHP will ensure it has the best opportunity to attract the best available volunteers by broadly advertising (internally and externally as deemed appropriate) all volunteer vacancies.

VHP will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

VHP will internally advertise all vacant positions to current volunteers to encourage advancement and increase participation.

VHP is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect VHP's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, sex, sexual orientation, breastfeeding, marital status, family or carer's responsibilities, pregnancy, colour, religion, physical or mental disability, or political opinion.

AUTHORISATION

Signature of President _____

Name of President _____

Date _____

VOLUNTEER RECRUITMENT PROCEDURES

RESPONSIBILITIES

It is the responsibility of the President (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of producers and directors of productions and DIRT instructors to ensure that:

- they are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- volunteer levels for their production or program are determined and authorised; and
- all roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the President to ensure that:

- all producers and directors of productions and DIRT instructors are aware of their responsibilities in the audition or recruitment and selection processes; and
- producers and directors of productions and DIRT instructors are given continuous support and guidance regarding recruitment and selection issues.

PROCEDURES

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, the board should carefully consider the requirements for the position and the key selection criteria including skills, experience, qualifications and personal attributes.

If no position description exists for the available position, or if it requires revising, this is the responsibility of this Policy's Responsible Person. Once the new position description or amendments have been drafted, it should be approved by the Board. Selection criteria will be drawn up based on a position statement. Avoid discriminatory language when crafting the selection criteria, e.g. 'we are seeking a *young person* to join the team'.

Where the position description is for a new role, the Vice President will review and evaluate the position and draw up a position statement that will then be approved by the Board. Board approval is to be gained prior to commencing the recruitment process.

Direct Internal Appointments/Promotions

In situations where a producer, director or DIRT instructor wishes to promote a volunteer who meets the specific selection criteria for a vacant position, the appointment must be authorised by the Board.

Internal Advertising

Where appropriate, VHP will advertise all vacancies internally. Exceptions to this rule may occur when for example, the position is of such a specialised nature, and / or appropriate skills are not available within the organisation

Internal applicants should speak directly to the producer, director or DIRT instructor about their interest in the role.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the relevant person.

Recruitment of volunteers receive legal protections under:

- the *Fair Work Act 2009* (including freedom from discrimination and general protections);
- privacy laws; and
- sexual harassment laws.

AUTHORISATION

Signature of President _____

Name of President _____

Date _____