1.1 Volunteer Involvement Policy

**Purpose**

To ensure the effective involvement of volunteers working with <Insert Organisation Name>.

**Background**

<Insert Organisation Name> seeks to lead the sector in best practice in volunteer involvement, via a positive culture towards volunteering and effective management systems to support volunteer involvement. <Insert Organisation Name> recognises the need to assign specific responsibilities for leadership, and to allocate and resource the responsibilities for overseeing volunteer involvement to a position. <Insert Organisation Name> is committed to developing, monitoring and reviewing policies and procedures to ensure effective involvement of all volunteers.

**Policy**

The CEO and board will support a planned approach to volunteer involvement with clear accountability for the implementation and review of the organisation’s volunteer involvement system. The CEO has allocated the <Insert Position> with overall responsibility for volunteer involvement in line with the <Insert Position>’s human resources responsibilities. Where designated by the <Insert Position>, other staff members may be responsible for everyday management and supervision of volunteers in their area.

<Insert Organisation Name> will ensure all those with volunteer involvement responsibilities are appropriately skilled and resourced in accordance with Staff and Board Policies and Procedures. Appropriate resources for volunteer involvement will be part of annual budget allocations. The volunteer involvement system and processes will be subject to <Insert Organisation Name>’s risk management processes in accordance with the Risk Management Policy and Procedure and relevant federal and state legislation outlined in the Commitment to Volunteer Involvement Policy.

The <Insert Position> will ensure appropriate policies and procedures are in place to inform and direct all aspects of volunteer involvement and volunteer operations in line with the Responsibilities for Volunteer Involvement Policy. Where collaborative volunteer-involving partnerships with other organisations may occur, agreed systems and processes will be developed, documented and monitored to ensure effective volunteer involvement.

All policies and procedures relating to volunteer involvement will be developed, monitored and reviewed in accordance with the Procedure for Development and Review of Volunteer Involvement Policies and Procedures and will have a specified review cycle as outlined in the Continuous Improvement Policy and Procedures.

**Responsibility**

This policy applies to the <Insert Position> and other designated supervising staff.

**Standards**

1.1-1.3, 1.5, 2.1-2.3, 5.4, 6.2, 8.1-8.4

**Related Policies and Procedures**

* Commitment to Volunteer Involvement Policy
* Responsibilities for Volunteer Involvement Policy
* Risk Management Policy and Procedure
* Procedure for Development and Review of Volunteer Involvement Policies and Procedures
* Allocation of Resources for Volunteer Involvement Procedure
* Continuous Improvement Policy and Procedures
* <Insert Organisation Name> Staff Policies and Procedures
* <Insert Organisation Name> Board Policies and Procedures

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| --- | --- | --- | --- |
| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |