1.2 Procedure for Development and Review of Volunteer Involvement Policies and Procedures

**Procedure**

Identification of the need to develop, monitor and review policies and procedures relating to volunteer involvement is the responsibility of the <Insert Position> and may be the result of review processes. All policies and procedures will have a designated review date and volunteers may be invited to contribute to the review process.

The Volunteer Involvement Manual will be reviewed annually, and the <Insert Position> will ensure that reviews of volunteer involvement policies and procedures are conducted on or prior to the date set for all policies and procedures.

**Development and Review - Policies and Procedures**

The <Insert Position> is responsible for drafting new or amended policies and procedures and may designate responsibility to an appropriate staff member in accordance with the Volunteer Involvement Policy. The designated staff member may consult with relevant staff members and other stakeholders including, but not limited to, supervising staff and volunteers. Policies and procedures will be circulated at least a fortnight before the review to allow for due consideration. Comments will be collated by the <Insert Position> and forwarded to all staff and volunteers prior to the review.

Discussion of comments and the final review will be conducted by the <Insert Position> or delegated staff as appropriate. Final decisions will be the responsibility of the <Insert Position> and all policies and procedures must be approved by the CEO before implementation.

**Communication and Documentation**

All new and amended policies and procedures will be authorised by the CEO; existing Volunteer Involvement Manual copies and induction manuals will be updated; and the updated Volunteer Involvement Manual will be stored centrally in <Insert Organisation Name>’s shared drive. Version control will be detailed in the front of the Volunteer Involvement Manual.

Communication of new or amended policies and procedures will occur in accordance with the Communication with Volunteers and Continuous Improvement Policies and Procedures, and using a range of channels including, but not limited to, face to face, induction, ongoing training, meetings, newsletters or emails.

Any changes to policies and procedures, and their purpose, will be communicated to all stakeholders as soon as is practicable. Adopted policies and procedures will be signed by all staff and volunteers.

Outdated policies and procedures will be stored for reference purposes in the shared drive.

**Application**

This procedure applies to the CEO, <Insert Position> and designated staff in consultation with volunteers.

**Standards**

1.1-1.3, 2.1-2.3, 5.1, 6.1-6.3, 7.1, 8.1-8.4

**Related Policies and Procedures**

* Commitment to Volunteer Involvement Policy
* Responsibilities for Volunteer Involvement Policy
* Volunteer Involvement Policy
* Communication with Volunteers Policy and Procedure
* Continuous Improvement Policy and Procedures
* <Insert Organisation Name> Staff Policies and Procedures

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