2.1 Commitment to Volunteer Involvement Policy

**Purpose**

<Insert Organisation Name> recognises the importance and relevance of volunteers within the organisation, and the reciprocal nature of the relationship between <Insert Organisation Name> and the individual.

**Background**

Volunteers are involved in all areas of <Insert Organisation Name>’s activities. <Insert Organisation Name> is committed to establishing and maintaining a quality system for involving and managing volunteers.

**Policy**

<Insert Organisation Name> is committed to ensuring that volunteers have work that is safe, significant, fulfilling, and appreciated and that supports the work of the organisation. <Insert Organisation Name> seeks to lead the sector in best practice in volunteer involvement and governance.

<Insert Organisation Name> is guided by Volunteering Tasmania’s Characteristics of Volunteering statement (2012; see Appendix A), as follows:

* Volunteering is an activity that can occur in any setting and has the following characteristics:
* It has a direct benefit to the community and the volunteer (whether the benefit is tangible or intangible);
* It is undertaken by choice[[1]](#footnote-1); and
* It is unpaid[[2]](#footnote-2). However, the volunteer may receive reasonable or appropriate reimbursement for expenses incurred that are associated with the role, and/or may receive a monetary or other incentive/reward[[3]](#footnote-3)

**Responsibility**

This policy applies to all employees and volunteers.

**Standards**

1.1, 2.1-2.3, 3.1, 3.2, 5.1, 6.2, 7.1, 8.1

**Relevant Legislation**

* Work Health and Safety Act 2012
* Fair Work Act 2009
* Freedom of Information Act 1982
* Right to Information Act (Tas) 2009
* Anti-Discrimination Act (Tas) 1998
* Privacy Act 1988
* Registration to Work with Vulnerable People Act 2013

**Related Policies and Procedures**

* Volunteer Involvement Policy and Procedures
* Responsibilities for Volunteer Involvement Policy
* Anti-Discrimination Policy and Procedure
* Work Health and Safety Policy and Procedures
* <Insert Organisation Name> Staff Policies and Procedures
* <Insert Organisation Name> Board Policies and Procedures
* VT Fact Sheet – Volunteer Rights and Responsibilities
* <Insert Organisation Name> Code of Conduct
* <Insert Organisation Name> Values

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

1. Choice is defined as an act of selecting or making a decision when faced with two or more possibilities. [↑](#footnote-ref-1)
2. The definition of a paid employee is set out in the *Fair Work Act 2009* (Cth). [↑](#footnote-ref-2)
3. A direct monetary or other incentive/reward could include a tangible item such as a movie ticket or an enabling amount of money, for example a living allowance. [↑](#footnote-ref-3)