2.3 Allocation of Resources for Volunteer Involvement Procedure

**Procedure**

The CEO will allocate designated hours to the <Insert Position> for the responsibility of implementing <Insert Organisation Name>’s Volunteer involvement system.

It is the responsibility of the <Insert Position> in conjunction with other relevant staff members and the CEO to prepare a budget for volunteer involvement for approval and sign-off by the Board in accordance with <Insert Organisation Name>’s Policies and Procedures. Volunteers will undertake voluntary roles with <Insert Organisation Name> only where budget allocation for volunteer involvement and resourcing of volunteer positions has been approved. In accordance with the Risk Management Policy and Procedure, <Insert Organisation Name> will maintain appropriate insurances, and levels of insurance coverage, for volunteers in the performance of their duties.

Resources for volunteer involvement may include, but are not limited to, designated Volunteer Supervisors, resources to implement and review volunteer involvement policies and procedures, resourcing of volunteer positions, professional development and training, volunteer recognition and administrative requirements.

Reviews of resource allocation will be conducted in accordance with the Volunteer Involvement and Continuous Improvement Policies and Procedures. The volunteer involvement budget will be reviewed annually.

**Application**

This procedure applies to the CEO, <Insert Position> and relevant staff members; and to the Board with advice from the CEO.

**Standards**

1.1, 1.2, 2.1-2.3, 3.4, 4.1, 5.2-5.4, 6.2, 7.3, 8.1, 8.2

**Related Policies and Procedures**

* Responsibilities for Volunteer Involvement Policy
* Volunteer Involvement Policy
* Procedure for Development and Review of Volunteer Involvement Policy and Procedures
* Continuous Improvement Policy and Procedures
* <Insert Organisation Name> Staff Policies and Procedures

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