4.5 Volunteer Selection Policy

**Purpose**

<Insert Organisation Name> ensures a non-discriminatory, inclusive and standardised approach to volunteer selection based on merit and suitability for the position.

**Background**

<Insert Organisation Name> recognises that volunteers with the right skills and knowledge can significantly enhance the work of the organisation. <Insert Organisation Name> seeks to model best practice and to ensure the selection procedure is non-discriminatory and effective in engaging volunteers in appropriate positions.

**Policy**

Applicants will only be considered for a volunteer position where the recruitment and selection processes outlined in the Volunteer Recruitment and Selection Policies and Procedures have been carried out. This policy is in line with <Insert Organisation Name>’s Paid Staff Selection Policy.

All applicants for the same volunteer position will be subject to the same selection procedure. <Insert Organisation Name> will select volunteers for positions based on merit and suitability for the position. The <Insert Position> is responsible for ensuring best practice in volunteer selection and may designate responsibilities to staff. The selection panel involved in the screening process will provide decisions on volunteer selection to the <Insert Position> for approval.

All stages of volunteer recruitment and selection will conform to the relevant legislation as outlined in the Commitment to Volunteer Involvement Policy. All information collected during the selection processes will be recorded and stored in accordance with the Volunteer and Staff Confidentiality and Privacy and Documentation and Records Policies and Procedures.

**Responsibility**

This policy affects all volunteers, its application lies with the <Insert Position> and designated staff.

**Standards**

1.1-1.4, 2.1, 2.2, 3.2, 4.1-4.4, 6.2, 8.1

**Related Policies and Procedures**

* Commitment to Volunteer Involvement Policy
* Volunteer Recruitment Policy and Procedure
* Volunteer Screening Policy and Procedure
* Volunteer Selection Procedure
* Documentation and Records Policy and Procedures
* Volunteer Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Paid Staff Selection Policy
* <Insert Organisation Name> Staff Records Management Policy and Procedure
* <Insert Organisation Name> Staff Data Security Policy and Procedure

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