5.9 Volunteer Appraisal Policy

**Purpose**

To articulate <Insert Organisation Name>’s recognition of the need for and commitment to a formal annual appraisal for volunteers.

**Background**

<Insert Organisation Name> aims to make the experience of volunteering one that is of mutual benefit to the volunteer and the organisation. Regular appraisal of the volunteer role ensures agreed outcomes are achieved and necessary changes and training needs are identified, planned, implemented and evaluated for effectiveness.

**Policy**

Volunteer appraisals are the responsibility of the <Insert Position>, who may designate responsibilities to supervising staff. Appraisals will be informed by volunteer supervision processes and volunteers should be aware of their performance and progress to date. Appraisals also inform volunteer recognition processes as well as review and continuous improvement processes.

Appraisals will be conducted annually and scheduled at a time when the volunteer and supervising staff have an opportunity to discuss the following:

* progress against agreed outcomes,
* volunteer satisfaction with the role, service delivery and workplace culture,
* review the volunteer position description for currency and efficiency,
* identify performance strengths and areas for improvement,
* address issues or raise concerns,
* identify professional development goals and achievements, and

The appraisal will be documented with the volunteer, and the volunteer will have the opportunity to view and suggest any changes to the document before it is signed by both parties, as outlined in the Volunteer Appraisal Procedure. Appraisal documents will be filed in the volunteer’s personnel record.

**Responsibility**

This policy applies to all volunteers; its application lies with the <Insert Position> and supervising staff.

**Standards**

1.1, 1.4, 2.2, 2.3, 3.3, 3.4, 5.2-5.5, 6.1, 7.1, 7.2, 8.1-8.4

**Related Policies and Procedures**

* Volunteer Appraisal Procedure
* Volunteer Training and Development Policy and Procedure
* Volunteer Supervision Policy and Procedure
* Position Description Development and Review Policy and Procedure
* Volunteer Recognition Policy and Procedure
* Documentation and Records Policy and Procedures

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