7.2 Volunteer Recognition Procedure

**Procedure**

The <Insert Position> is responsible for volunteer recognition and all proposed recognition-related actions must be authorised by the <Insert Position> prior to implementation.

Volunteers will be consulted on appropriate acknowledgement aligned with the volunteer’s culture and perspectives.

The supervising staff member is responsible for acknowledging significant dates for volunteers such as birthdays and anniversaries, as appropriate.

The <Insert Position>, in conjunction with supervising staff, will organise events for volunteer recognition such as those during National Volunteer Week and International Volunteer Day including gifts or certificates to award to volunteers.

Volunteers will be invited to attend festive occasions hosted by <Insert Organisation Name>.

Volunteers will be provided opportunities for consultation, input and suggestions for continuous improvement, and informed of the results. Acknowledgement of volunteers and volunteer contributions will be included in the CEO’s report to the AGM of <Insert Organisation Name>.

Formal volunteer recognition will be noted in the volunteer’s personnel record.

**Application**

This procedure affects all volunteers; its application lies with all staff and Board Members.

**Standards**

1.1, 1.4, 2.1,-2.3, 5.4, 6.1, 7.1-7.4, 8.1-8.4

**Related Policies and Procedures**

* Volunteer Appraisal Policy and Procedure
* Volunteer Supervision Policy and Procedure
* Volunteer Training and Development Policy and Procedure
* Communication with Volunteers Policy and Procedure
* Documentation and Records Policy and Procedures
* Volunteer Attendance Records Procedure

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