2.2 Responsibilities for Volunteer Involvement Policy

**Purpose**

A best practice approach to volunteer involvement will inform all aspects of <Insert Organisation Name>’s volunteer involvement system.

**Background**

<Insert Organisation Name> is committed to best practice in volunteer involvement. The National Standards for Volunteer Involvement (2015) provide a comprehensive resource for best practice in volunteer involvement.

**Policy**

<Insert Organisation Name>’s volunteer involvement framework is informed by the National Standards, the VT Characteristics of Volunteering statement, (see Appendix A) and <Insert Organisation Name>’s strategic documents including the Vision, Mission and Values. The volunteer involvement framework will comply with relevant state and federal legislation as detailed in the Commitment to Volunteer Involvement Policy.

The Volunteer Involvement Manual will set out clear and detailed system policies and operating procedures relevant to the organisation’s volunteer involvement framework. The Volunteer Involvement Policies and Procedures are aligned with <Insert Organisation Name>’s Staff and Board Policies and Procedures and the Code of Conduct and Values.

The Volunteer Involvement Manual will be appropriately documented and stored in accordance with the Volunteer and Staff Documentation and Records Policies and Procedures and will be accessible to all employees and volunteers. A printed version will be located at all offices.

The <Insert Position> has overall responsibility for volunteer involvement in conjunction with the CEO, as per the Volunteer Involvement Policy, including interpretation and clarification of the whole or any part of <Insert Organisation Name>’s volunteer involvement framework and related policies and procedures as set out in the Volunteer Involvement Manual. The <Insert Position> will monitor communication of and compliance with the policies and procedures as set out in the Volunteer Involvement Manual.

The <Insert Position> will be responsible for relationship management and processes where <Insert Organisation Name> may partner with other organisations in collaborative volunteer activities.

All volunteer involvement system processes and policies and procedures within the Volunteer Involvement Manual will be reviewed in accordance with the Volunteer Involvement and Continuous Improvement Policies and Procedures.

**Responsibility**

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

**Standards**

1.1-1.5, 2.1-2.3, 3.1, 3.2, 5.1, 6.1, 6.2, 7.1, 8.1

**Related Policies and Procedures**

* Commitment to Volunteer Involvement Policy
* Volunteer Involvement Policy
* Continuous Improvement Policy and Procedures
* Documentation and Records Policy and Procedures
* <Insert Organisation Name> Staff Policies and Procedures
* <Insert Organisation Name> Board Policies and Procedures
* <Insert Organisation Name> Mission, Vision and Values
* <Insert Organisation Name> Code of Conduct

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