



# SAMPLE VOLUNTEER POLICY

## PURPOSE

To ensure that volunteers are treated with respect and that volunteer management is in line with legal requirements and [Volunteering Australia's](#) principles.

## SAMPLE POLICY STATEMENTS

1. <Name of Club> values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents.
2. <Name of Club> aims to maximise volunteers' potential by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.
3. <Name of Club> will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities.
4. <Name of Club> will provide induction to volunteers and ongoing support as required.
5. The duty of care for the volunteer remains with the committee.
6. <Name of Club> will provide a safe and healthy workplace as far as is practical.
7. <Name of Club> will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.
8. The <Name of Club> committee will ensure an appropriate level of insurance cover for volunteers.
9. Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Victorian Information Privacy Act, Working with Children Checks.
10. All volunteers must adhere to the policies and code of conduct and need to understand that failure to do so may result in disciplinary action or dismissal.
11. All volunteers will be subject to a probationary period of three months to ensure that the role is right for them and that they are suitable for the role.
12. Volunteers have the right to refuse work which is outside their role description.
13. Volunteers have the right to leave their role but should give as much notice as possible. The club committee can decide to terminate a volunteer position for just cause e.g. gross breach of the codes of conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

The volunteer policy applies to all volunteers at the club, long and short-term as well as the club committee.

