



Partners in Aid

VOLUNTEER POLICY

1. Background

Partners in Aid is a volunteer-run organisation and relies on unpaid work for both governance and operational tasks. A key principle of Partners in Aid is to maximise the proportion of donated funds being provided directly to fund projects. A volunteer board and the involvement of volunteer workers in Australia is key to achieving this goal.

The Partners in Aid board welcomes the active involvement of volunteers in Partners in Aid activities in three ways:

- members willing to help with routine administrative tasks in Melbourne;
- volunteers, authorised by a motion of the Board, may run ongoing support groups able to raise funds or organise information sessions. Such volunteers are usually not authorised to collect donations, but may use the normal donation process to direct funds to Partners in Aid, and
- volunteers who, through membership of a committee, drive the implementation of an element of the Partners in Aid strategic plan.

2. Purpose

The purpose of this policy is to guide Partners in Aid in the recruitment, supervision and support of volunteers in completing core operational tasks, and to describe guidelines and expectations of both Partners in Aid and volunteers in these processes. This policy incorporates Volunteering Australia Model Code of Practice and references Partners in Aid's Child Safeguarding Policy.

3. Definitions

Volunteering is time willingly given for the common good and without financial gain.

(<http://www.volunteeringaustralia.org/policy-and-best-practise/definition-of-volunteering/>)

Volunteers are those who offer time and skills to assist the work of Partners in Aid in Australia.

4. Scope

This Policy applies to all Partners in Aid Board members, committee members and volunteers on operational tasks in Australia. Partners in Aid will not recruit or engage volunteers, other than members of the Project Subcommittee, for tasks or duties overseas.

5. Procedures

- 5.1.1 Volunteers will be recruited to assist with operational tasks as required in accordance with anti-discrimination and equal opportunity legislation.
- 5.1.2 Volunteers will be provided with a role description, induction and training where necessary. For small, temporary tasks this may be done verbally. All will be provided with copies of Partner in Aid's Mission, Vision, Values and Guiding Principles document and with Partner in Aid's Complaints Policy. They will be informed that they have access to Partners in Aid's grievance procedures.
- 5.1.3 Unless only involved briefly in one-off activities, volunteers will also be provided with a copy of Partners in Aid policies and will be asked to sign off on having read the Privacy and Communications Policies.
- 5.1.4 All volunteers will be covered by Partners in Aid volunteer insurance whilst in Australia.
- 5.1.5 Any volunteers who make approved visits to Partners in Aid project sites will be advised that they need to provide their own travel insurance, and to provide evidence that they have done so. They will also be advised to visit the Government's travel advisory site and be advised if the latter outlines any new or ongoing risks in the area they propose to visit.
- 5.1.6 Partners in Aid will ensure a safe and healthy workplace and will provide support and management to volunteers in their role.
- 5.1.7 All volunteers who will be working with or handling data relating in any way to children will receive a Child Safeguarding briefing. They will be expected to have a current Working with Children Check, sign the Partner in Aid Child Safeguarding Policy and Code of Conduct and demonstrate understanding of these documents.
- 5.1.8 Volunteers may be offered relevant professional development where appropriate and at the discretion of the Board.
- 5.1.9 The contribution to Partners in Aid of volunteers will be acknowledged and openly valued.
- 5.1.10 Volunteers working in Australia are representing Partners in Aid and are expected to demonstrate the highest standard of conduct.
- 5.1.11 Any complaints about the conduct of a volunteer will be directed to the Partners in Aid Chair and will be handled according to the Partners in Aid Complaints Policy.
- 5.1.12 Partners in Aid will, from time to time, facilitate visits to projects by friends of the organisation, donors or individuals interested in the work of our partner organisations through introductions. These visitors will undertake these activities at their own risk and their own cost. Partners in Aid does not support volunteers travelling or working on overseas projects.

6. Relevant Partners in Aid Policies

- Partners in Aid Risk Management Policy
- Partners in Aid Child Safeguarding Policy

References

ACFID Code of Conduct <http://www.acfid.asn.au/code-of-conduct/files/>

Volunteering Australia Model Code of Practice <http://volunteeringaustralia.org/wp-content/uploads/VA-Model-Code-June-2005.pdf>