

The Victoria Hall

(Registered Charity No: 301961)

Volunteer Policy

Volunteer Policy

The Trustees (being the elected members of the committee) of The Victoria Hall recognise and welcome the right of people to participate in the life of the community through volunteering. It acknowledges that volunteers contribute in many ways; that contribution is unique, and that volunteering can benefit The Victoria Hall, the local community and the volunteers themselves. The Trustees very much value the contribution made by volunteers and are committed to involving volunteers in appropriate positions and in ways which ensure that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

Key values and principles are:

1. The volunteer gives his or her time free of charge. Beyond a presumption of mutual support and reliability, no binding obligations will be imposed on volunteers to attend, give, or be set, a minimum level of involvement or participation in The Victoria Hall activities.
2. Volunteers can be Trustees, committee members or representative members of organisations using the Hall, or co-opted to serve on a committee, or involved in ad-hoc work in support of the Hall activities. This policy relates to all such volunteers.
3. Volunteers are welcome to give their time irregularly, when it is convenient to them and helpful to the Committee.
4. The Trustees acknowledge their duty to look after the welfare of irregular volunteers and to ensure that they are properly instructed and are managed in a safe and effective manner.
5. Volunteering is open to all regardless of race, gender, religion, sexual orientation or political beliefs.
6. All new volunteers will be made aware of, and have access to, all The Victoria Hall's relevant policies, including those relating to Volunteering, Health & Safety and Equal Opportunities.
7. Irregular volunteers will have access to proper support and supervision and an opportunity to share their views with The Victoria Hall Trustees and Committee members.
8. All volunteers are able to claim reasonable out of pocket expenses incurred in carrying out their activities subject to agreement beforehand with The Victoria Hall Trustees and the production of receipts.
9. The Victoria Hall insurance policies include the authorised activities of volunteers and the liability towards them. They do not insure the volunteer's personal possessions against loss or damage.

Rights and responsibilities:

The Victoria Hall Trustees recognise the rights of volunteers to:

- a) Know what is, and is not, expected of them.
- b) Have adequate support and safe working conditions.
- c) Be insured.
- d) Receive authorised out of pocket expenses.
- e) Receive adequate instruction or training.
- f) Be free from discrimination.

Expectations of volunteers

The Trustees expect volunteers to:

- (i) Be reliable and honest.
- (ii) Respect confidentiality.
- (iii) Carry out tasks in a way that reflects the aims and values of The Victoria Hall.
- (iv) Respect the work of The Victoria Hall Trustees and Committee Members and not bring it into disrepute.
- (v) Comply with The Victoria Hall's policies. The successful implementation of this policy depends on the awareness and commitment of all members of The Victoria Hall Committee and all volunteers who support the activities of The Victoria Hall. Accordingly, all new members and volunteers shall be made aware of the existence of the policy when first joining and made aware that they will be expected to conform with its requirements. Compliance with this policy will be monitored and reported to the Victoria Hall Trustees on an annual basis