

Emneth Central Hall Management Committee

Volunteer Policy

About us

The hall is hired out to many clubs & organizations on a regular basis. It is also hired out to members of the public for parties, wedding receptions etc.

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

To ensure the hall is kept in a good state of repair we need to fund raise to pay for general repairs, essential maintenance & improvements.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for us you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

We have a range of opportunities for volunteers to get involved in. If you are interested in becoming a volunteer, please speak to one of the Committee members or you can always attend our Committee meetings.

Your help will be greatly appreciated and really will make a difference.

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

We appreciate that you will not always be available to help us due to other commitments

Support.

Our Chairman will offer support to you. He will remain your key contact throughout your volunteering with us. This will ensure that we are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition.

We could not do the work we do without our volunteers. To acknowledge this, we will always say thank you to show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed. To claim expenses, a valid receipt must be presented to our Treasurer.

Insurance, health and safety, accidents and risk assessment

Emneth Central Hall Management Committee (Name of Group) has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies.

Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. If your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. Firstly, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you feel this has not resolved the problem, you can speak to the Chairman.

Confidentiality

We expect all volunteers to adhere to confidentiality specified, this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

Emneth Central Hall Management Committee is committed to embracing diversity and promoting equality and inclusion. When representing us as a volunteer we expect you to support our commitment to promoting equality.

This is the Volunteer Policy of Emneth Central Hall Management Committee

It will be reviewed every 12 months

Date of next review 1.6.2019

Signed _____

Position _____