

Volunteering Policy for Raised Voices CIC

Introduction

This policy sets out the principles for voluntary involvement within Raised Voices CIC. It is relevant to all within the association and is endorsed by the committee (or volunteers) of Raised Voices CIC. It will be reviewed every 12 months to ensure that it remains appropriate to the Organisation and its volunteers needs.

Commitment

Raised Voices CIC acknowledges the contribution made by its volunteers and is committed to involving volunteers in appropriate positions and in ways that are encouraging and supportive. The organisation also recognises its responsibility to arrange volunteering efficiently so that the volunteer's time is best used to the mutual advantage of all concerned.

Definition

A volunteer is a person who, unpaid and of their own free will, contributes their time, energy and skills to benefit Raised Voices CIC.

Volunteer Co-ordination

All volunteers should report to the Raised Voices CIC board of directors, who will offer guidance and support to the volunteer so they may carry out tasks effectively. Volunteers may be given an individual name of a committee member to report to.

The nominated director with overall responsibility for volunteering within the association is Laura Davis.

Volunteers will have a clear and concise task description, will be properly briefed about the activities to be undertaken and be given all necessary information and equipment to enable them to complete the activities.

It is the volunteer's responsibility to ensure they understand the task they have been given and to raise any concerns or training needs before undertaking any activity.

Whenever possible and/or appropriate we will offer volunteers a small sum to cover expenses and reduce access barriers.

Rights and Responsibilities

The association recognises the rights of volunteers to :

- Know what is expected of them
- Have adequate support and training

- Receive appreciation
- Volunteer in a safe environment
- Be insured
- Be free from discrimination

The association expects volunteers to :

- Be reliable
- Be honest
- Respect confidentiality
- Carry out tasks in a way that reflects the aims and values of the association
- Carry out tasks within agreed guidelines
- Respect the work of the association and not bring it into disrepute
- Comply with the association's policies.

Review schedule:

This procedure will be reviewed annually. Next date for review: June 24 2027.

Reviews will also take place sooner if legislation or statutory guidance changes.