

# VOLUNTEER POLICY

## Introduction

Belconnen Arts Centre Incorporated relies on the contribution of volunteers and values their input highly.

## Purpose

This policy is intended to ensure that volunteers working at Belconnen Arts Centre Incorporated have work that is safe, significant, fulfilling, and appreciated.

## Authorisation

Daniel Ballantyne (Chief Executive Officer), Jack Lloyd (Business and Operations Director) and Monika McInerney (Creative Programs Director) for Belconnen Arts Centre Incorporated.

## Policy

- All volunteers shall be treated with respect and with gratitude for their contribution.
- Volunteers shall be engaged at the discretion of the management of Belconnen Arts Centre Incorporated.
- Volunteers shall carry out duties assigned by the management of Belconnen Arts Centre Incorporated.
- All volunteers shall be, as far as possible, protected from harm, and shall be relieved of liability for acts performed in the discharge of their volunteer functions.

## Responsibilities

It is the responsibility of the Chief Executive Officer of Belconnen Arts Centre Incorporated to appoint a Volunteer Co-ordinator.

The Volunteer Co-ordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Co-ordinator shall report to the Chief Executive Officer, the Business and Operations Director or the Creative Programs Director.

The Volunteer Co-ordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The Chief Executive Officer shall report to the board regularly on the Belconnen Arts Centre Incorporated volunteer program.

## **Procedures**

### **Recruitment**

All volunteers are subject to the screening, approval, and probationary procedures set out in the Belconnen Arts Centre Incorporated's Volunteer Recruitment Policy.

Recruitment of volunteers shall also take into account Belconnen Arts Centre Incorporated's commitment to cultural diversity under its Access and Equity Policy.

All applications will be kept for 12 months.

All volunteers are required to hold a Working with Vulnerable People Card

### **Induction**

All volunteers shall be offered appropriate information and training to discharge their duties

### **Supervision**

All volunteers shall receive appropriate supervision in the exercise of their duties.

### **Reimbursement**

All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions, as set out in Belconnen Arts Centre Incorporated's Reimbursement of Expenses Policy.

### **Dispute resolution**

All volunteers shall be entitled to appeal to the procedures set out in the Belconnen Arts Centre Incorporated Dispute Resolution Policy.