

POLICY AND PROCEDURE

VOLUNTEERS

Purpose

To detail how Environmental Advocacy in Central Queensland (EnvA) will engage volunteers for the mutual benefit of the volunteer and EnvA. It is intended to ensure that volunteers have a work environment that is safe, significant, fulfilling and appreciated.

Background

Volunteers bring a range of skills, abilities and interests, all of which can significantly contribute to EnvA's operations.

Volunteers benefit from the opportunities to make a difference, meet and socialise with others, contribute skills to the planning, management and operation of the organisation and to actively learn and develop new skills.

Volunteers are valued members of the EnvA team and we are committed to providing a supportive and rewarding experience for all volunteers that are interested in contribute to the work that we do.

It is important that volunteers are provided tasks and roles which they enjoy, learn from, and find rewarding. It is also important that volunteers are provided an induction so that they fully understand EnvA's policies and procedures, and also fully understand the role that they are filling.

EnvA's Volunteer policy and procedure outlines the:

- requirements of EnvA staff in engaging, inducting and supporting volunteers,
- forms to be completed in the process of signing on new volunteers, and
- management, rights and responsibilities of regular volunteers.

Related policy and procedures

- Code of Conduct
- Workplace Health and Safety
- Grievance

POLICY

All volunteers must be treated with respect and gratitude for their contribution.

Volunteers must understand the purposes of EnvA, and the policies and procedures related to this policy.

Volunteers will carry out duties assigned by staff or a member of the management committee in line with the interest of the volunteer. They must be provided with the necessary knowledge, training and resources to safely and effectively carry out assigned duties.

Rights and responsibilities of volunteers and EnvA's obligations to volunteers must be clearly communicated, agreed upon and upheld.

Responsibilities

It is the responsibility of each management committee member and employee to:

- Ensure that this policy and procedure is followed when engaging volunteers to assist in EnvA's work
- Maintain confidentiality of any personal matters disclosed by a volunteer.

It is the responsibility of the volunteer to:

- Disclose any health matters which cannot be self-managed in an emergency.
- Communicate regularly with EnvA staff or management committee member during the volunteer placement.

PROCEDURE

1. When a new member indicates an interest in volunteering with EnvA

- a) Provide the member with the volunteer interests form for completion and return.
- b) Provide the member with the volunteer agreement for completion and return.

2. Make contact with the volunteer

- a) Depending on their interests and commitment, offer some opportunities that fit with their level of ability, skills, interest and time-commitments.
- b) Arrange a time meet or talk about their volunteer involvement relevant to the work which will be assigned.
- c) Work through the induction checklist covering all aspects relevant to their volunteer placement.

3. At the end of an event, project or placement

- a) Provide constructive feedback and acknowledgement of their contribution to EnvA's work.
- b) Encourage further volunteer involvement in another project.

Policy review

This policy is to be reviewed and updated whenever there is a request from an EnvA member, employee or volunteer.

Revision history

Version	Author/Reviewer	Details of amendments	Date approved by management committee
1.0	Coral Rowston	First draft of a Volunteer policy and procedure	08/03/2023

Endorsement



James York
President
Environmental Advocacy in Central Queensland
8 March 2023

VOLUNTEER INTERESTS

Thank you for your interest in signing up to volunteer with EnvA!

Please fill out this form to help us target volunteer activities towards your skills and interests.

Contact Information

Name:

Phone:

Email:

Address:

Your availability

I am interested in volunteering with EnvA:

☐ For special once-off occasions

☐ On a regular basis

☐ Whenever you need a hand with my skills

Please let us know days and times that you are available:

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Areas of Interest

We are interested in hearing what you would like to do to contribute to EnvA's work. Below are some areas that would help us. Please check the boxes for things you are interested in helping with:

☐ Event organising and management

☐ Research

☐ Report or submission writing

☐ Design of promotional material

☐ Creation of images (such as social media squares or cartoons)

☐ MP visits and calls

☐ Photography (own equipment)

☐ Data entry and general administration

☐ Financial management

☐ Other (please tell us how you would like to help)

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Thank you for signing up to volunteer with EnvA! We'll be in touch soon!

VOLUNTEER AGREEMENT

Thank you for agreeing to be a volunteer with Environmental Advocacy in Central Queensland (EnvA). This Volunteer Agreement has been developed to ensure that you understand your rights and responsibilities.

This agreement is made between:

Environmental Advocacy in Central Queensland and
(Print your name here)

I understand that: (please tick to acknowledge you agree with each of these statements)

- ☐ The times when I volunteer will be mutually agreed between myself and EnvA.
- ☐ I will not receive a wage or salary.
- ☐ As a volunteer, I am a representative of EnvA and agree to uphold its principles and standards and agree to abide by EnvA's policies which can be viewed [here](#).
- ☐ If I am injured through an accident in the course of my duties as a volunteer, I will immediately report the matter to Coral Rowston, Director of EnvA and fill in an Incident Report.
- ☐ EnvA has Voluntary Workers Personal Accident Insurance for volunteers and that volunteers are not provided with any cover under Workers Compensation, which is established for the purpose of paid staff only.
- ☐ No expenses will be reimbursed unless approved by the EnvA management committee.

Volunteer responsibilities and benefits

I. DUTIES

As a volunteer, you will be provided with the training and ongoing support needed to successfully undertake your voluntary placement.

II. CONFIDENTIALITY AND PRIVACY

The activities you perform as a volunteer for EnvA may involve access to confidential information. You must not discuss sensitive information with members of the public, other volunteers, staff members or other organisations. Also, you must not use information gained in the course of your volunteer placement to cause harm or detriment to EnvA, any person or body.

III. COPYRIGHT/OWNERSHIP ISSUES

As a volunteer, you grant non-exclusive permission to EnvA for use of any materials produced during the period of engagement as a volunteer to become the property of EnvA upon submission.

IV. CODE OF CONDUCT

EnvA has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with EnvA, you are required to be aware of this Code and to observe its principles.

V. WORK HEALTH AND SAFETY

Volunteers have a responsibility to take reasonable care for the health and safety of others; and to co-operate with any health, safety or welfare requirements. This includes abiding by all WHS policies and procedures of EnvA.

As an EnvA volunteer, you commit to not do anything to compromise safety or the safety of others and you understand that there may be risks associated with providing particular voluntary services. It is a duty of volunteers to notify their Supervisor or Manager of a situation that is, or may be, a health or safety concern for themselves or others.

VI. VOLUNTEERS USING ENVA'S INFORMATION SYSTEMS

If, as a volunteer, you are granted access to EnvA's computer services you will be required to sign a Confidentiality Agreement for Information Systems.

Grievance procedure

EnvA's Grievance Policy and Procedure (and all other EnvA policies and procedures) can be found on our website at <https://envacq.org/about/> . If you have a dispute or grievance relating to your volunteer placement with EnvA, you are encouraged to take the steps outlined in EnvA's Grievance Policy and Procedure.

VOLUNTEER AGREEMENT

This agreement is made on the dd of month year.

I (insert name of volunteer) have read and understood the terms of the above agreement and in signing this agreement I agree to abide by its terms and conditions.

Volunteer's Name: volunteer to print name here

Volunteer's Signature: volunteer signature

SIGNED ON BEHALF OF Environmental Advocacy in Central Queensland:
Name of EnvA committee member

Signature