

Burton Memorial Hall

VOLUNTEERING POLICY

The Hall's Management Committee recognises and welcomes the right of people to participate in the life of the community through volunteering. It also acknowledges that volunteers contribute in many ways: that each volunteer's contribution is unique, and that volunteering can benefit the Memorial Hall, the local community, and the volunteers themselves.

The Management Committee values the contribution made by volunteers and is 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.

PHILOSOPHY:

The Burton Memorial Hall Management Committee believes in equal opportunities and diversity for all. We aim to provide the space for a varied and diverse range of activities within the Hall. Our main objectives are to make the Hall the social hub of our community and to help counter social isolation and loneliness.

VALUES AND PRINCIPLES:

1. The volunteer gives their 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 Hall activities.
2. Volunteers can be elected members of the Management Committee or Representative members of organisations using the Hall or co-opted onto the Management Committee or are irregular volunteers 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 Management Committee acknowledges its duty to look after the welfare of all 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 Hall's relevant policies and procedures.
7. Irregular volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.
8. Irregular volunteers will have access to proper support and supervision and an opportunity to share their views with the Management Committee.

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9. All volunteers are able to claim reasonable out of pocket expenses incurred in carrying out their activities subject to agreement beforehand with the Management Committee and the production of receipts.

10. The Hall's insurance policy include the authorised activities of volunteers and the liability towards them. It does not insure the volunteer's personal possessions against loss or damage.

RIGHTS AND RESPONSIBILITIES:

The Management Committee recognises the rights of volunteers to:

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

The Management Committee expects volunteers to:

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

The successful implementation of this policy depends on the awareness and commitment of all members of the Management Committee and all volunteers who support the activities of the Hall. Accordingly, all new members and volunteers shall be made aware of the existence of this policy when first joining and that they will be expected to conform with its requirements.

Compliance with this policy will be monitored and reported to the Management Committee on a periodic basis but at least annually.

Volunteers are required to observe confidentiality where appropriate and/or requested.

Policy adopted 26th October 2021.