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The Community Foundation
of the Bega Valley Region
www.mumbulla.org.au

VOLUNTEER MANAGEMENT POLICY

Policy number	MF019POL	Version	1.0
Drafted by	Michael Pryke	Approved by Board on	21/07/2020
Responsible person	Michael Pryke	Scheduled review date	21/07/2022

INTRODUCTION

Mumbulla Foundation relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at Mumbulla Foundation have work that is safe, significant, fulfilling, and appreciated.

POLICY

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

Volunteers shall carry out duties assigned by the management of Mumbulla Foundation.

AUTHORISATION

Chair

Name: **Michael Pryke**

Signature: 

Date: **21/07/2020**



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VOLUNTEER MANAGEMENT PROCEDURES

Procedures number	MF019PRO	Version	1.0
Drafted by	Michael Pryke	Approved by Board on	21/07/2020
Responsible person	Michael Pryke	Scheduled review date	21/07/2022

RESPONSIBILITIES

It is the responsibility of the Chair of Mumbulla Foundation to appoint a Volunteer Coordinator, as required.

The Volunteer Coordinator (or the Chair, if no Coordinator is appointed) shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the Chair.

The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor, as required.

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

The Chair shall report to the board regularly on the Mumbulla Foundation volunteer program.

PROCEDURES

Recruitment

All volunteers are subject to the screening procedures set out in the appropriate section of Mumbulla Foundation's Recruitment Policy.

Recruitment of volunteers shall also take into account Mumbulla Foundation's commitment to cultural diversity under its Access and Equity Policy.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Supervision

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

Reimbursement

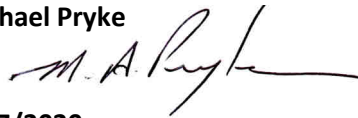
All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in Mumbulla Foundation's Reimbursement of Expenses Policy.

AUTHORISATION

Chair

Name: **Michael Pryke**

Signature:

A handwritten signature in black ink, appearing to read 'M. A. Pryke', written over a horizontal line.

Date: **21/07/2020**