| Policy Title: | Voluntary Contributions Policy | | |
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| Policy Owner: | Action Learning, Action Research Association Ltd | | |
| Relevant Statute (if applicable): | Action Learning, Action Research Association Ltd Constitution | | |
| Relevant Legislation (if applicable): | | | |
| Policy Reference and Version No.: | Pol_9_6ALARALtd_Volunteers | Policy reviewers: | Colin Bradley Emmanuel Tetteh Chivonne Algeo John Molineaux Andrew Cook Susan Goff |
| Commencement Date: | 26 August 2021 | Next Review Date: | 1 September 2024 |

**i. Intent of Policy:** Action Learning, Action Research Association Ltd (ALARA) recognises that volunteers are the core of the organisation and that their contributions are supported and recognised in a manner that is consistent with National Standards for Volunteer Involvement.

This policy supports ALARA's successful recruitment of volunteers through the effective management of volunteers.

**ii. Scope:** Volunteer management contributes to the organisation's capacity as well as the professional and vocational development of individual members.

To ensure consistency of expectations and duty of care ALARA has established this Volunteer Management Policy that provides the framework for how the organisation will protect its capacity and develop the capabilities of volunteers. ALARA has based the Volunteer Management Policy on the recommendations made by Volunteering South Australia and Northern Territory.

**iii. Exclusions (if any):** Any work that is done for ALARA as a remunerated contribution

**iv. Key Objectives:** To provide guidance to the ALARA Board and Sub-Committees on volunteer management to reduce losses and increase recruitment across the many activities carried out by the organisation.

To provide a framework for the creation of management and monitoring activities for the volunteer recruitment carried out by ALARA

**v. Policies, records and action plans** This policy is related to all ALARA strategies, policies and operations involving voluntary workforce.

Volunteer code of conduct

**vi. Supporting/ Related Documents:** ALARA Constitution, Volunteer SANT Volunteer Involvement Membership Consultation

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| **vii. Key Words:** | Volunteer management |
| | Recruitment |
| | Retention |
| | Reward |
| | Recognition |
| | Coordination |
| | National Standards |
| **viii. Supporting Procedures/ Guidelines:** | Policy reviews, strategic and business planning, audit / review of volunteer experience |
| | Volunteer Worker Personal Accident Insurance |
| | Volunteer Status Form |
| | Volunteer grievance procedure |
| | Volunteer rewards and recognition system |

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| **1. Definitions:** | Volunteering is an agreed contribution to an organisation's activities without compensation for the work done. |
| **2. Forms and Templates** | As supplied by Volunteering Australia Resource Hub (https://volunteeringhub.org.au/) and recommended by Volunteering SA&NT Volunteer Rights and Responsibilities |
| **3. Policy Functions:** | The policy will ensure that ALARA is competitive with peer scholarly vocational organisations, protects the wellbeing of volunteers and successfully recruits volunteers to support activities and enrich volunteer experience. |
| | ALARA requires volunteers to complete the volunteer membership application form and to abide by the conditions agreed to on that form. |
| | **Integration with Governance and Strategic Planning** |
| | The standards relating to volunteers will be applied to each aspect of ALARA's activities. |
| | **Accountability** |
| | The Board will carry out an evaluation of how well the volunteer management policy was implemented each year, Results will be included in the annual report. A continuous improvement approach will be adopted. |

**Volunteer Management Oversight**

ALARA's Board will include a Volunteers Coordination position The office bearer will report on volunteer recruitment and contributions, monitoring and evaluation, integration and continuous improvement to actualise the standards across all activities.

**The standards for ALARA volunteers**

**STANDARD 1: Leadership and Management**
The governing body and senior employees lead and promote a positive culture towards volunteering and implement effective management systems to support volunteer involvement.

**STANDARD 2: Commitment to Volunteer Involvement**
Commitment to volunteer involvement is set out through vision, planning and resourcing, and supports the organisation's strategic direction.

**STANDARD 3: Volunteer Roles**
Volunteers are engaged in meaningful roles which contribute to the organisation's purpose, goals and objectives.

**STANDARD 4: Recruitment and Selection**

Volunteer recruitment and selection strategies are planned, consistent and meet the needs of the organisation and volunteers

**STANDARD 5: Support and Development**

Volunteers understand their roles and gain the knowledge, skills and feedback needed to safely and effectively carry out their duties.

**STANDARD 6: Workplace safety and wellbeing**

The health, safety and wellbeing of volunteers is protected in the workplace.

**STANDARD 7: Volunteer Recognition**

Volunteer contribution, value and impact is understood, appreciated and acknowledged.

**STANDARD 8: Quality Management and Continuous Improvement**

Effective volunteer involvement results from a system of good practice, review and continuous improvement.

**STANDARD 9: Valuing volunteer voices**
Volunteers are encouraged to speak up and express their views on all matters relating to ALARA.