



# Policy 111

## Volunteers

Applies to: Board, Staff, Club Committees, Teachers, Inpool volunteers, Members

Responsibility: General Manager

Status Approved Dec 2020

Date for review 12/2023

## Policy statement

Rainbow Club Australia relies heavily on the unpaid work of volunteers and values their contribution highly. All volunteers shall be treated with respect and gratitude for their contribution. Committee and Inpool volunteers shall be engaged at the discretion of the management of Rainbow Club.

All volunteers shall be, as far as possible:

- Protected from harm
- Appropriately trained and provided with adequate resources for the role they are required to perform
- Be adequately covered by an appropriate volunteer insurance policy

## Definitions

'Volunteer' is any person engaged by Rainbow Club as a volunteer. This includes Board Members, Club Committee members and Inpool volunteers.

## Procedures

### **BOARD MEMBERS**

All members of the Board of Rainbow Club are volunteers and are elected by the members at an AGM. Board members consent to act as a Board Member in accordance with the Rainbow Club Charter for Board Members.

## **COMMITTEE MEMBERS**

Detailed Procedures are contained in the Internal Standard Operating Procedure for Supporting Committee Members and include

- All Club Committee Members are volunteers and are appointed by Rainbow Club for a period of 3 years unless otherwise agreed.
- A Club Charter is provided to each Committee Member outlining the terms under which the Committee operates and each Committee Member is required to accept the Charter and conditions in the letter.
- A Club Manual is maintained and published by Rainbow Club to give guidance to Committee Members on how their club should operate.
- Committees are supported by Cluster or Regional Managers (who are paid staff of Rainbow Club) and regularly visit clubs to ensure all policies and procedures are being complied with and offer support where needed.
- Regular meetings (in person and virtual) are hosted by Rainbow Club to give Committee Members updates on changes and events and to provide a forum to exchange ideas.
- Committee Members are recognised for the volunteer contribution at the Rainbow Club Annual General Meeting followed by Rainbow Connect.

## **INPOOL VOLUNTEERS**

Detailed Procedures are contained in the Internal Standard Operating Procedure for INPOOL VOLUNTEERS and include

All Inpool volunteers must

- Complete the Inpool Volunteer registration form on the Rainbow Club website
- Have a valid WWC No verified if over age of 18
- Accept and comply with the 'Welcome Inpool volunteer' letter which contains the NDIS & Rainbow Club Code of Conduct.
- Receive on site induction from the local Club Manager
- Complete weekly timesheets to provide information for contact tracing and for recognition certificates

## **DISPUTE RESOLUTION**

All volunteers shall be entitled to have disputes resolved in accordance with to the procedures set out in the Managing Complaints and Grievances Policy (refer Policy 108).