

# VOLUNTEER MANAGEMENT POLICY ERJ 5.1.2

## INTRODUCTION

Edmund Rice Justice Aotearoa New Zealand Trust relies heavily on the unpaid work of volunteers and values their contribution highly.

## PURPOSE

This policy is intended to ensure that volunteers working at Edmund Rice Justice Aotearoa New Zealand Trust have work that is safe, significant, fulfilling, and appreciated.

## POLICY

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

Volunteers shall be employed at the discretion of the management of Edmund Rice Justice Aotearoa New Zealand Trust.

Volunteers shall carry out duties assigned by the management of Edmund Rice Justice Aotearoa New Zealand Trust.

All volunteers shall, as far as possible,

- be protected from harm
- be relieved of liability for acts performed in the discharge of their volunteer functions.

## AUTHORISATION

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Chair

17<sup>th</sup> March 2014

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 5.1	Version	2
Drafted by	Paul Robertson	Approved by Board on	
Approval Body	ERJANZ Trust Board	Scheduled review date	March 2016

# VOLUNTEER MANAGEMENT PROCEDURES ERJ 5.1.2

## RESPONSIBILITIES

It is the responsibility of the EO of Edmund Rice Justice Aotearoa New Zealand Trust to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the EO.

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

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

The EO shall report to the board regularly on the Edmund Rice Justice Aotearoa New Zealand Trust volunteer program.

## PROCEDURES

### Recruitment

All volunteers are subject to the screening, approval, and probationary procedures set out in the appropriate section of Edmund Rice Justice Aotearoa New Zealand Trust’s Recruitment Policy.

Recruitment of volunteers shall also take into account Edmund Rice Justice Aotearoa New Zealand Trust’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.

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### Reimbursement

All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions, as set out in Edmund Rice Justice Aotearoa New Zealand Trust's Reimbursement of Expenses Policy.

### Dispute resolution

All volunteers shall be entitled to appeal to the procedures set out in the Edmund Rice Justice Aotearoa New Zealand Trust's Trust Deed.

### Supervision

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

## **RELATED DOCUMENTS**

- Recruitment Policy
- Access & Equity Policy
- Reimbursement of Expenses Policy
- Trust Deed Constitution

## **AUTHORISATION**

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Chair

20<sup>th</sup> May 2014

Edmund Rice Justice Aotearoa New Zealand Trust