



VOLUNTEER POLICY

VERSION 1.0

Created June 2019

Approved by Skipping NT Committee 25 June 2019

Scheduled review June 2022

POLICY CONTEXT

Skipping NT Incorporated values the involvement of volunteers in activities undertaken by our Association.

POLICY STATEMENT

Volunteers involved in activities sanctioned by Skipping NT are required to comply with all the rules, policies and procedures of the Association.

PROTECTION AND INSURANCE

Volunteers will receive the same legal protection as all members of Association in terms of Occupational Health Safety and Welfare, the Equal Employment Opportunity and Privacy legislation. Insurance cover is provided for volunteers who are members of the Association.

Volunteers are covered by the same provisions and protections outlined in the Member Protection Policy.

RIGHTS OF VOLUNTEERS

Every volunteer has the right to:

- Be treated fairly and respectfully and be valued as an important member of the Association
- Work in a safe environment
- Have complaints or grievances heard in accordance with Skipping NT's policies and procedures
- Be able to withdraw from work if it is not suitable or is placing excessive demands on the volunteer
- Be reimbursed for out of pocket expenses pre-approved by the President or Treasurer of Skipping NT

RESPONSIBILITIES OF VOLUNTEERS

Every volunteer has the responsibility to:

- Become familiar with Skipping NT's policies and procedures
- Respect and maintain confidential information
- Declare any potential conflicts of interest
- Participate in training and development as determined by the Committee of the Skipping NT
- Inform a committee member (or nominated supervisor) if they are unable to attend their volunteer role at any time
- Attend their duties punctually and perform tasks appropriately

- Ensure they are operating in a safe manner and to report any potential risks, hazards or dangers you identify during your time working at the Association.

DISMISSING VOLUNTEERS

Volunteers who do not adhere to the rules and procedures of the Association or who fail to satisfactorily perform their role are subject to dismissal.

No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Committee.

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct, being under the influence of alcohol or drugs, theft of property, abuse or mistreatment of members, failure to abide by club policies and procedures and failure to satisfactorily perform assigned duties.