

Volunteer Management Policy



Policy number	POL015	Version	A
Drafted by	FOP Australia Board	Approved by Board on	14/09/2020
Responsible person	FOP Australia Board	Scheduled review date	14/09/2023

INTRODUCTION

FOP Australia relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at FOP Australia 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 board of FOP Australia.

AUTHORISATION

14/09/2020
FOP Australia

PROVISIONALLY APPROVED

Volunteer Management Procedure



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RESPONSIBILITIES

It is the responsibility of the board of FOP Australia to ensure volunteers are aware of relevant policies and procedures related to their activities.

Volunteers shall report to the board as required, or to the delegate appointment by the board for activities.

PROCEDURES

Recruitment

Recruitment of volunteers shall take into account FOP Australia's commitment to diversity under its Access and Equity Policy.

Induction

Volunteers shall be informed of and agree to comply with the constitution and the relevant policies and procedures relevant to their planned activities on behalf of FOP Australia.

This includes volunteers acting on behalf of FOP Australia being informed of the Code of Conduct and agreeing to comply with the code.

Reimbursement

All volunteers shall be reimbursed for pre-approved expenditure incurred in the exercise of their functions, as set out in FOP Australia's Financial Management Policies.

AUTHORISATION

14/09/2020
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