

Procedures in support of Policy Statement – Volunteer Management, dated 16th September 2015

Volunteer Management Policy

1. The society's policy in respect of volunteer management will be published on its website and written guidance notes will be circulated to existing trustees, project managers and any member associated with a voluntary project.
2. Additional detailed guidance can be obtained by consulting the leaflet entitled '*How to manage your charity's volunteers*' and related leaflets available on The Charity Commission's website – <https://www.gov.uk/government/organisations/charity-commission> .
3. Trustees &/or project managers intent on engaging a volunteer to perform any task in connection with any project will conduct a preliminary interview with the candidate.
4. This interview [and any necessary subsequent interviews] will have the following aims:
 - a. To outline the task[s] for which the volunteer is to be engaged. This will best be done by presenting the candidate with a draft written Role Description [see paragraph 6 below] with sufficient detail to enable the candidate to appreciate what is required. If the task[s] is/[are] still to be fully defined a sketch of what is intended is acceptable, provided a detailed Role Description is in place before the candidate agrees to undertake the planned tasks.
 - b. To enable both parties to assess the suitability of the task[s] for the candidate and vice versa.
 - c. To assess the candidate's skill level in relation to the task[s] planned.
 - d. To assess the degree of training necessary to prepare the candidate for the planned task[s].
5. Criminal Records Checks – where volunteers are to work with children or vulnerable adults the society will obtain a Disclosure and Barring Service [DBS] check on them as required by law.
6. Role Description – The Society will maintain a written Role Description for each task or series of tasks to be performed by volunteers. This will make clear what the boundaries and expectations of a volunteer's activity are. It will also make clear that the volunteer is not an employee and there is no contractual obligation to work particular hours. A volunteer will be advised formally that he/she is acting solely as a volunteer for the Society and not for Manchester Central Library or any other organisation.
7. Expenses – should the tasks undertaken or to be undertaken by a volunteer incur out-of-pocket expenses, which fall to be reimbursed in accordance with the Society's Expense Policy, the supervising Trustee &/or Project Manager will explain to the volunteer both the policy and the procedure for obtaining the necessary reimbursement.
8. Insurance – the Society will maintain appropriate levels of insurance cover, in particular Personal Accident [PAI] and Trustee Indemnity Insurance [TII] to diminish the impact on its finances as a result of action brought by a third party on the occurrence of any risk.