



WOMEN OF COLOUR AUSTRALIA
Championing Australia's Women of Colour

Volunteer Management Policy

Introduction

The achievement of the vision of Women of Colour Australia (WoCA) is best served by the active participation of the women of colour community. To this end, WoCA accepts and encourages the involvement of volunteers at all levels of the organisation and within all appropriate programs and activities. WoCA will endeavour to create meaningful and productive roles in which volunteers might serve.

Purpose

The primary purpose of this policy is to provide overall guidance and direction to the Volunteer Management Committee in how it engages and manages volunteers.

Policy

A. Role of the Volunteer Management Committee

The function of the Volunteer Management Committee is to provide a central coordinating point for effective volunteer management and to direct and assist staff and volunteer efforts to jointly provide more productive services.

The Executive team of the Volunteer Management Committee shall be responsible for planning for effective volunteer utilisation, identifying productive and creative volunteer roles, recruiting suitable volunteers, and tracking and evaluating the contribution of volunteers to WoCA.

B. Planning

Prior to recruiting volunteers, WoCA will:

- Identify appropriate positions for volunteering
- Write position descriptions and committee descriptors
- Identify additional requirements for positions
- Prepare a volunteer handbook, induction checklist and program

C. Recruitment

Volunteers shall be recruited by the organisation on a proactive basis with the intent of diversifying the volunteer pool and expanding volunteer involvement in the community. Volunteers may be recruited through either an interest in a specific committee or through a general interest in volunteering which will later be matched with a specific committee.

All individuals interested in volunteering with WoCA will go through the expression of interest (EOI) process that the Volunteer Management Committee oversees.

D. Induction

The volunteer manager and volunteer coordinators will be responsible for ensuring that new volunteers receive an induction that is relevant and meets the requirements of the committee position.

A new volunteer will receive a volunteer handbook and policy handbook which contain relevant information for the volunteer to understand the requirements of their engagement.

Appropriate training, where necessary, will be provided to the volunteer to enable them to perform their agreed upon duties and roles to the satisfaction of all concerned.

E. Support

The volunteer will be introduced to the volunteer coordinator who will oversee their volunteering journey at WoCA. The volunteer coordinator will check in with the volunteer to

discuss and assess how they are going either via a meeting, feedback form or other methods.

Volunteers will be provided with initial training and ongoing training as required to be able to perform duties appropriately.

F. Volunteer Recognition

WoCA values the support and efforts of all volunteers. Volunteers' input and ideas will be valued and incorporated when deemed to have merit.

The Volunteer Management Committee will conduct regular reviews and surveys of volunteers to ensure the organisation is constantly improving its process and procedures.

WoCA will undertake to provide recognition to volunteers in whatever way it sees fit.