



## **Volunteer Management Policy**

### **Introduction**

This policy applies to all office holders and employees of the Graduate Union. It was adopted by the Board of Trustees on 14 June 2017, will be amended as appropriate to meet the demands of future legislation, and in any event, will be reviewed every two years.

The Graduate Union (GU) acknowledges the valuable contribution that volunteers make to the organisation in the pursuit of its objects. All volunteers can expect to be treated equally and fairly, and can rely on the organisation to resource and support them within their voluntary work.

Volunteers may be involved in the Graduate Union in a range of capacities, for example:

- As part-time officers of the Executive Committee, therefore leading on the GU's campaigning work within an officer's portfolio
- As volunteers in another capacity as may arise from time to time depending on the GU's activities, including providing occasional support with events and campaigns

All volunteers will be inducted fully into their position, at which point their remit will be agreed by both parties.

### **Principles**

In working with its volunteers, the Graduate Union:

- Recognises and is grateful for the efforts of volunteers
- Upholds the benefit that volunteers- usually as constituent members of the organisation- have on the GU's work
- Will ensure volunteers have sufficient knowledge and resource to carry out their role
- Will provide clearly identifiable sources of support within the GU
- Will ensure no volunteers are left out-of-pocket by legitimate expenses incurred in the fulfilment of their role
- Believes that a diverse pool of volunteers will significantly enhance the impact of the organisation's work
- Will seek to make opportunities accessible and available to volunteers from all backgrounds

## **Recruitment**

Volunteer recruitment will always uphold values of equality, inclusivity and professionalism.

The primary mechanism for volunteer recruitment will be the election of part-time officers of the Executive Committee. These University-wide elections will always be open and democratic, and the Graduate Union will seek to reach as many parts of the membership through publicity of the positions as is possible. Promotional material will be accessible and inclusive in nature, and the message regarding the nature of the positions (including responsibilities and commitment) will be clear.

The GU will strive to encourage wide participation in its part-time officer elections, and will invite any individuals interested in standing for a position to speak with full-time personnel or outgoing part-time officers. Normally, the Vice-President will act as the key liaison for this purpose within the GU, and this role will prioritise making time for interested candidates prior to the elections.

Part-time officers may also be co-opted by the Executive Committee, or elected by the GU Council. For volunteers recruited in this way, or by another means for other roles, the principles of inclusivity and openness will be central to the recruitment process, and full-time officers and staff must always remain approachable to interested volunteers.

## **Induction and support**

New volunteers will always be inducted into the organisation face-to-face. The GU acknowledges that the specific role of volunteers may change depending on the voluntary position and the requirements of the GU constitution and standing orders. Therefore, induction information will be specific to the role, and will necessarily include the responsibilities and parameters of the role, mutual expectations, and any means of recognition the GU may be able to provide.

Induction will also include information regarding the GU's charitable objects, its structure and the role of full-time personnel and volunteers, sources of support available to volunteers, and key policies relevant to the role (it is expected that this will include internal financial policy and how to reclaim expenses, as a minimum).

The GU will ensure that volunteers are supported in their role. The organisation's full-time personnel will make themselves available to provide feedback on ideas, advice on internal processes, and any other support appropriate to the situation. The Vice-President will normally be the point of contact for part-time officers and other volunteers.

## **Expenses**

No volunteers should be left out-of-pocket due to legitimate expenses incurred within their role. Expenses should be claimed by the completion of a FD1A form (available at <https://www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/expense-forms>) and submitting it to the GU Manager alongside receipts of purchase.

Any expenses reclaimed are subject to the provisions of the GU's Internal Financial Policy; a copy of this can be obtained from any full-time GU officer or staff member.

## **Insurance**

The GU has employers' liability insurance and public liability insurance in place, in the event of a claim either by or against a volunteer.

## **Health and safety**

The GU will take all reasonably practicable steps to ensure the health and safety of its volunteers while they are discharging their duties in their capacity with the organisation.

If any planned activity or event were to pose risks to health and safety beyond those that would normally be encountered within GU business, a risk assessment should be completed. The Manager will be able to advise on the process for this.

Volunteers should raise any concerns they have regarding their health and safety with the Vice-President or Manager.

## **Complaints and grievances**

Any complaints regarding conduct of individuals within the Graduate Union, or the organisation at large, should be made through the GU's internal grievance procedure. Details of this procedure can be obtained from any full-time staff member or officer.