

Volunteer management policy

The roles of volunteers and their relationship with The Wollstonecraft Society (WS) will vary as the charity develops. We are aware that as we develop we will need to review this policy to ensure it covers the roles of the volunteers we wish to recruit at that time.

In general, we expect to obtain pro bono advice on finance, law, communications strategy, IT, and education policy. We also wish to find volunteer admin support.

For key pieces of work that involved sustained time and the production of discernable content we expect to contract with others and pay for the services we receive.

For the moment we expect most of our public facing work to be carried out by the Trustees.

For each volunteer we work with we will, at the very least, establish:

- What is WS's expectation of that volunteers role?
- Over what period?
- What is it that the volunteer hopes to achieve from their volunteering?
- How will WS and the volunteer know that this is being achieved?

From this discussion WS also expects to establish that the volunteer has a basic understanding of and commitment to human rights. WS will only work with volunteers who have this commitment and understanding.

The relevant Trustee will record the results of the discussion and agree this with the volunteer and store the record as confidential within our documents.

WS will review its relationship with volunteers at least once a year. Note: in respect of Trustees, a review is carried out as part of our risk management policy.

In respect of expanding our volunteers support outside the existing Trustees, IT, communications strategy and administration support:

- we are committed to recruitment on an equal opportunities basis and improving the diversity of our volunteer base;
- safeguarding – covered by our safeguarding policy;
- induction and training – as appropriate depending on the task and volunteer. As a bare minimum the discussion described above will be held;

- expenses- covered in our expenses policy, volunteer expenses incurred in line with this policy will be reimbursed;
- health and safety – our policy will be reviewed and expanded as we get to the stage of expecting volunteers to operate outside the home
- confidentiality and data protection- covered by our data protection policy
- problem solving and complaint procedures for volunteers – covered by our complaints policy