

VOLUNTEER POLICY AND PROCEDURES

Prepared by: Volunteer Coordinator

OUR POLICY

The National Breast Cancer Foundation (NBCF) has a strong commitment to volunteering. We value volunteer involvement and appreciate the links this builds with the community. Volunteering enables NBCF to have a presence in the community to raise funds for research and raise awareness of breast cancer. NBCF recognizes that volunteers are an integral part of the organization and its purpose.

Volunteering with NBCF provides members of the public with a way to 'do something' about breast cancer. Volunteering with NBCF enables people to express social concern and make a social contribution. Volunteering enables a diverse range of people, who may not wish or be unable to use more formal avenues of engagement or advocacy, to exercise this right by giving them an opportunity to engage with and influence the community.

Volunteer involvement also provides skill development for both staff and volunteers. Volunteer opportunities complement the functions of employees and organizational development.

OBJECTIVE

The volunteer policy reinforces the NBCF's commitment and appreciation for volunteers. It allows an establishment of basic values and attitudes towards volunteering. It also outlines the methodology for involving volunteers as well as volunteers' rights and responsibilities as partners of the NBCF vision.

NBCF CODE OF PRACTICE FOR INVOLVING VOLUNTEERS

- To create brief volunteer position descriptions that identifies applicable roles and responsibilities. This will be in line with opportunities that arise within the organization and or events.
- Interview process that screens candidates in accordance with anti discrimination and EEO legislation (In office)
- Upon commencement of volunteering duties, provide volunteer with orientation (In office), training and support, which includes providing volunteer with NBCF volunteer information packs that include Volunteer Policy and Procedure.
- Before during and after volunteering ensuring there is appropriate support and mentoring of volunteers by scheduling regular volunteer contact
- During volunteer assignment ensure that volunteers are working in a safe environment and ensure the appropriate insurance cover for volunteers
- By encouraging the development of volunteers and provide opportunities for further enhancement
- By acknowledging volunteers for their contribution to NBCF and encourage volunteers to be part of the growth and development of NBCF, as NBCF is committed to recognizing volunteer's valuable contribution.
- Reviewing the NBCF volunteer policies and procedures and ensure that best practice is followed

- In return, volunteers are expected to actively perform their duties to the best of their abilities, observe the privacy and confidentiality of clients and information they come across, and remain loyal to the fundamental principles of NBCF. Volunteers also have a responsibility for their own actions and for complying with the relevant NBCF policies and procedures.

RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

- To work in a healthy and safe environment
- To be interviewed (In office volunteers) and engaged in accordance with equal opportunity and anti-discrimination legislation
- To be adequately covered by insurance
- To be given accurate and truthful information about the organization for which you are working
- To be reimbursed for reasonable out of pocket expenses
- To be given a copy of the organizations volunteer policy and any other policy that affects your work
- Not to fill a position previously held by a paid worker
- Not to do the work of paid staff during industrial disputes
- To have a job description and agreed working hours
- To be provided with orientation to the organization (In office)
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- To be provided with sufficient training to do your job.

DEFINITIONS

VOLUNTEER

A person who undertakes work of his/her own free will without payment for the benefit of the community as well as their own personal skill development, enjoyment and fulfillment.

EMPLOYEE

Someone recruited for paid employment within the National Breast Cancer Foundation.

FORMAL VOLUNTEERING (In office)

Formal volunteering is an activity which takes place through not for profit organizations or projects are undertaken:

- To be of benefit to the community and the volunteer;
- Of the volunteer's own free will and without coercion;
- For no financial payment; and
- In designated volunteer positions only.

VARIATIONS

The NBCF reserves the right to review, vary or revoke this policy.