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# Volunteer Policy & Procedure

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

## Volunteer

### Policy & Procedure

#### **Policy**

This policy is intended to ensure that volunteers working at Pathways SouthWest are appreciated, experience satisfaction in the tasks they fulfill and work in a safe environment

#### **Procedure**

Volunteers will be appointed at the discretion of the management of Pathways SouthWest.

Volunteers will carry out duties assigned through the identified line manager.

#### **Recruitment**

All volunteers must abide by all relevant policies and procedures of Pathways SouthWest.

All volunteers will be recruited by the appropriate manager who will ensure they are offered appropriate information and training to discharge their functions, and successful completion of this training will be a condition of carrying out these functions.

#### **Reimbursement**

All volunteers will be reimbursed for all approved expenditure incurred in the exercise of their functions, as set out in Pathways SouthWest Inc's Reimbursement of Expenses Policy. They will also be given a nominal attendance amount for out of pocket expenses.