

APPENDIX G (Volunteers Policy)

Policy

The Club recognises that volunteering is a great way to share an individual's enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for Gillingham, Mere & Shaftesbury Lions Club, people will be making a positive contribution to community development locally, nationally and internationally. Volunteers are vital to the work of the Club.

The Club will, wherever possible and appropriate, recruit volunteers and supporters from the local community to support the Club in pursuit of specific projects. It is the policy of the Club to seek volunteers principally through the Club membership to ensure that the volunteer is well matched (with appropriate guidance if necessary) to the specific role.

Definitions

A volunteer is a not a member of the Club but has agreed to carry out a specific task on behalf of the Club.

Implementation

Event organisers will ensure that:

- Any necessary guidance, coaching or training to volunteers to enable volunteers to succeed in the activity is provided.
- During the whole period of the activity, volunteers are treated on an equal basis with Club members.
- Volunteers are included in the Club's public liability insurance cover.
- Prior notification of any reasonable out-of-pocket expenses incurred in the course of the activity is reimbursed.
- If required, a Disclosure & Barring Service is completed for the volunteer.
- Remind volunteers that during events that they are representatives of Gillingham, Mere & Shaftesbury Lions Club.
- Any reported complaints are forwarded to the Club President and Secretary and that any improvement suggestions are given an airing within the appropriate event organising team.

Responsibilities

Event organisers are responsible for the recruiting, managing, briefing and thanking of volunteers.