



## Volunteer Policy

### A definition of volunteering for the Cheshire Gardens Trust

Cheshire Gardens Trust is a volunteer only organisation; that is it does not have paid staff therefore anyone undertaking an activity on behalf of the Trust is effectively a volunteer. So a Cheshire Gardens Trust volunteer is a member who gives of their time to further the aims objectives of the organisation.

### The role of volunteers

As we are a volunteer-only organisation, volunteers and volunteering are central to everything we do.

### Volunteer recruitment

Volunteers are self selected from the Trust's membership. To increase diversity and broaden the pool from which we draw volunteers, we will need to consider recruitment and associated publicity and interview procedures.

### Volunteer roles

There are a range of opportunities for volunteering available within the Trust. These vary in skill and level of commitment. They include:

- Serving on the Council of Management
- Leading a working group
- Participating in a working group
- Arranging and leading events
- Research and recording
- Serving refreshments at events
- Writing articles for the quarterly newsletter
- Participating in special projects or activities

### Information about induction for specific roles, and policies on training volunteers

Volunteers will be made aware of what their role involves at the outset. For some roles this will be very simple, but for roles such as research and recording or taking part in special projects, background and guidance notes will be provided. It is our policy to provide in house or specialist training as required enabling volunteers to improve their skills for undertaking their roles.

### Arrangements for supporting and supervising volunteers, review and feedback

Volunteers are supported by the volunteer leading the activity or group, and through the mutual support provided by their volunteer group members. The coordinator of their group is the first point of contact for queries and there will always be opportunities for discussion,

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review and feedback in group meetings. Individual comment and support is provided by the group coordinator as required.

#### Principles for recognising the contribution of volunteers

Cheshire Gardens Trust is committed to recognising the contribution of members who volunteer. This will be done by thanking them personally and publically, and by arranging occasions to acknowledge and celebrate their achievements.

#### Procedures for resolving concerns

We have no set procedures for resolving concerns but in the first instance these should be raised with the group coordinator, or if this is not appropriate, with the Chairman of the Cheshire Gardens Trust.

#### Expenses Policy

It is our policy to pay all out of pocket expenses such as postage, printing, copying and for refreshments but at the present time we do not have the resources to pay travel expenses except in exceptional circumstances e.g. attendance at meetings in London on behalf of the Trust. We are aware that it is good policy to pay volunteer travel costs and this issue will be reviewed in line with our resources.

#### A summary of Trust policies relevant to volunteering

Health and Safety Policy