



## **VOLUNTEER POLICY**

**Date of Issue:** 13/7/20

**Contact:** The Secretary - [secretary@vdl.org.au](mailto:secretary@vdl.org.au)

### **Introduction**

The Victorian Drama League Inc (the VDL) relies entirely on the unpaid work of volunteers and values their contribution highly.

### **Purpose**

This policy is intended to ensure that volunteers working in any area of the VDL's activities have work that is safe, significant, fulfilling and appreciated and that the activities of the VDL are carried out in a satisfactory and timely manner.

### **Definition**

'Volunteer' refers to anyone volunteering their services in an official capacity for the VDL, including but not restricted to Committee Members, Library Services, Reviewers, Adjudicators and Youth Programs.

## **Policy**

All volunteers shall be treated with respect and gratitude for their contribution. Volunteers shall receive appropriate training and support to fulfill their role. Volunteers shall carry out duties assigned by their Volunteer Coordinators to the best of their ability.

## **Volunteer Management**

### **Responsibilities**

It is the responsibility of the Management Committee of the VDL to appoint the following Volunteer Coordinators:

- Library
- Reviews
- Adjudicators
- Youth Programs

Volunteer Coordinators shall be responsible for organising the training and supervision of volunteers under their portfolio so that each volunteer is trained and capable of fulfilling their functions adequately.

Volunteer Coordinators shall report to the VDL Committee regularly on their area of activity and bring forward any areas of concern regarding volunteer management.

### **Procedures**

- **Recruitment** - All volunteers shall have a current Working With Children Check.
- **Induction** - All volunteers shall be offered appropriate information and training by their Volunteer Coordinator to assist them to discharge their functions.
- **Supervision** - All volunteers shall receive appropriate supervision in the exercise of their functions.
- **Reimbursement** - All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions on presentation of invoices to the Treasurer.

## **VOLUNTEER RESPONSIBILITIES**

**As a VDL volunteer you are required to -**

- abide by the policies and procedures of the VDL
- follow the instructions provided by your Coordinator
- carry out the duties assigned to you to the best of your ability
- notify your Coordinator in a timely manner if you are unable to attend on your assigned day so that a suitable replacement may be found and the work of the organisation may not be negatively impacted
- treat your fellow volunteers with courtesy and respect
- maintain confidentiality
- protect the image of the VDL in your interactions with the public
- sign the Volunteer Agreement Form (see next page)

**Enquiries:** [secretary@vdl.org.au](mailto:secretary@vdl.org.au)

### **Related Documents**

Code of Conduct Policy  
Member Company Expectations  
Privacy Policy  
Youth Programs Child Safe Policy



# THE VICTORIAN DRAMA LEAGUE

Supporting community theatre in Victoria

## VOLUNTEER AGREEMENT FORM

I have read the VDL's Volunteer Policy and other related VDL Policies and agree to the following -

- I undertake to comply with the Policies and Procedures of The Victorian Drama League
- I will carry out the duties assigned to my role to the best of my ability
- I will always check with my Volunteer Co-ordinator if I have any questions, concerns or doubts about my role
- I will attend my volunteer position regularly, as scheduled and will report any absences to my Volunteer Co-ordinator as soon as possible
- If, during my volunteer service with The Victorian Drama League, the VDL sustains any loss or damage attributable to my misbehaviour, neglect or dishonesty, I shall make good and reimburse The Victorian Drama League
- I will provide references as requested and agree to obtaining a Working With Children Check.

### CONFIDENTIALITY:

I hereby solemnly and sincerely declare and undertake that I will faithfully and honestly keep confidential the affairs and concerns of The Victorian Drama League and its transactions in its business with its members and the nature and particulars of the accounts of the members of The Victorian Drama League during my service and after the termination thereof and that I will not reveal or make known any of the matters, affairs or concerns which may come to my knowledge as a volunteer of The Victorian Drama League or any duties which I at any time may be performing to any person or persons whatsoever except in the course of and in the performance of my proper duties or under compulsion of law or where directed to do so by The Victorian Drama League Committee of Management.

Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_