



Model Volunteering Policy for PTAs

Introduction

This policy outlines the principles for volunteer involvement within **Panshanger PTA**. It applies to everyone in the association and is endorsed by the committee of **Panshanger PTA**. The policy will be reviewed to ensure it remains relevant to the organisation and meets the evolving needs of its volunteers.

Commitment

Panshanger PTA highly values the contributions made by volunteers and is committed to engaging them in appropriate roles with encouragement and support. We also recognise the importance of organising volunteer activities to ensure time and effort are used effectively for mutual benefit.

Definition of a volunteer

A volunteer is an individual who, without payment and by choice, offers their time, skill and energy to benefit **Panshanger PTA**.

Volunteer coordination

- All volunteers should report to the **Panshanger PTA** committee, who will provide support and guidance to help volunteers confidently and effectively carry out tasks
- Volunteers may be assigned a specific committee member as their point of contact
- The designated committee member responsible for overseeing volunteer engagement are **Lead Committee Members**
- Each volunteer will receive a clear task description, a proper briefing and the necessary information or equipment to carry out their activities successfully
- Volunteers are expected to seek clarification or express any concerns or training needs before beginning an activity

Volunteer rights

Volunteers have the right to:

- Understand what is expected of them
- Receive adequate support and training
- Be appreciated for their efforts
- Work in a safe environment
- Be covered by insurance
- Be free from discrimination

These model policies do not constitute legal advice or attempt to cover all situations that your association may require. We recommend that you use these model policies as a starting point to develop policies that cover your precise needs and situation. These policies are based upon our best interpretation of current guidance that has been provided by a range of sources. We will endeavour to update these policies regularly with any relevant changes.

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Volunteer responsibilities

Volunteers are expected to:

- Be reliable and honest
- Maintain confidentiality
- Perform tasks in line with the association's values and objectives
- Work within agreed guidelines
- Uphold the reputation of the organisation
- Follow all applicable association policies

Policy review

This policy will be reviewed annually by the **Panshanger PTA** committee to ensure it continues to support both the organisation and its volunteers effectively.

Signatures

Approved and adopted by the committee of **Panshanger PTA**:

Name: _____
Position: _____
Signature: _____
Date: _____

Name: _____
Position: _____
Signature: _____
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