



Volunteer Management Policy

Version 1.0

Approval

Mike Clahsen
BrAshA-T President
20/06/2023

1. Introduction

BrAshA-T Ataxia Telangiectasia Limited (BrAshA-T) solely relies on the unpaid work of volunteers and values their contribution highly.

2. Purpose

This policy is intended to ensure that volunteers working for BrAshA-T have work that is safe, significant, fulfilling, and appreciated.

3. Policy

All volunteers shall be treated with respect and appreciation for their contribution. Volunteers may carry out duties assigned by the Board of Directors of BrAshA-T or the key person responsible for a charity event, ensuring all procedures listed in this policy are followed.

4. Responsibilities and Procedures

Recruitment

It is the responsibility of the BrAshA-T Board of Directors to appoint Directors on a yearly basis at the Annual General Meeting (AGM).

The Board of Directors are responsible for organising the onboarding and induction of any new directors. All Directors report to the President and Vice-President of the charity.

The Board of Directors meeting every 2 months to report any updates and discuss decisions to be made. Ad-hoc updates and decisions can be made out of session via email.

Any volunteers working and organising fundraisers shall also take into account BrAshA-T's commitment to cultural diversity under its Equal Employment Policy.

Induction

It is the responsibility of the BrAshA-T President to ensure that all Board of Directors are offered appropriate information and any training required to perform their role as a Director.

It is the responsibility of the event organiser to ensure that all volunteers are offered appropriate information and any training required to discharge their functions.

Reimbursement

All volunteers shall be reimbursed for any expenditure incurred when coordinating fundraising activities with proof of purchase provided to the charity President and Treasurer.