



## VOLUNTEER MANAGEMENT POLICY

Policy number	106	Version	001
Drafted by	Nicholas Reaburn and Vanessa Clark	Approved by Board on	31st March 2023
Responsible person	Vanessa Clark	Scheduled review date	31st March 2024

### INTRODUCTION

The University of Tasmania Community Music Programme Trust (“UTCMP”) relies heavily on the unpaid work of volunteers and values their contribution highly.

### PURPOSE

This policy is intended to ensure that volunteers working at UTCMP have work that is safe, significant, fulfilling, and appreciated.

### POLICY

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall carry out duties assigned by the Trustees, Musical Directors, Administrator or any other person specifically assigned to act as coordinator of a specific activity.

**Policies** can be established or altered only by the Trustees of the University of Tasmania Community Music Programme Trust and evidenced by execution of a majority of Trustees. **Procedures** may be altered by the University of Tasmania Community Music Programme Administrator.



## VOLUNTEER MANAGEMENT PROCEDURES

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### RESPONSIBILITIES

The Trustees of UTCMP appoint the Administrator as Volunteer Coordinator.

The Administrator, in the role of Volunteer Coordinator, shall be responsible for organising the recruitment, training, and supervision of volunteers.

The Administrator, in the role of Volunteer Coordinator, shall assign supervisors to volunteers and shall monitor the work of each supervisor.

The appointed supervisor shall ensure that each volunteer is capable of fulfilling their functions adequately.

The Administrator, in the role of Volunteer Coordinator, shall report to the Trustees regularly on the management of UTCMP volunteers.

### PROCEDURES

1. Management of volunteers shall take into account UTCMP's commitment to cultural diversity under its Access and Equity Policy.
2. All volunteers shall be offered appropriate information and training to discharge their functions, and where appropriate, successful completion of this training shall be a condition of carrying out these functions.
3. All volunteers shall receive appropriate supervision in the exercise of their functions.

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