



VOLUNTEER POLICY

OF

THE QUEER SOCIETY

Adopted by the Committee on 17/07/2025

Last updated 17/07/2025

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Chapter 1. About This Policy

Purpose

- (a) This policy is intended to ensure that volunteers working at The Queer Society have work that is safe, significant, fulfilling, and appreciated.

Scope and Persons Affected

- (a) This is a binding policy document that applies to all Committee Members, employees, volunteers, and members of The Queer Society.
- (b) The Volunteer Committee may grant an exemption to any part of this policy by resolution.

Volunteer Policy Principles

- (a) **Safety and Support:** The Queer Society ensures that all volunteers work in environments that prioritize their physical and emotional safety, providing necessary support and guidance throughout their roles.
- (b) **Mutual Respect:** Volunteers and staff are expected to foster a culture of respect, open communication, and collaboration to achieve the organization's goals effectively.
- (c) **Recognition and Appreciation:** Volunteers' contributions are acknowledged and valued as essential to the success of The Queer Society's programs and mission.
- (d) **Equity and Fairness:** The Queer Society is committed to fair and transparent processes in recruitment, allocation of roles, and management of volunteers.
- (e) **Commitment to Growth and Learning:** Volunteers are encouraged to embrace opportunities for personal and professional development through training, supervision, and constructive feedback.

Chapter 2. Rights and Responsibilities

Section 1. Volunteer Coordinator

- (a) It is the responsibility of the Committee to appoint a Volunteer Coordinator.
- (b) The Volunteer Coordinator shall be responsible for organising the recruitment, training, and rostering of volunteers.
- (c) The Volunteer Coordinator shall report to the Committee regularly on The Queer Society's volunteer program.
- (d) At any such time that the Volunteer Coordinator role is vacant, the term Volunteer Coordinator shall refer to any two members of the Board.

Section 2. Organisation Rights and Responsibilities

- (a) The Queer Society reserves the right to decide what roles a volunteer is best fit to fulfil.
- (b) The Queer Society may dismiss an unsuitable volunteer at any time in line with the Volunteer Agreement and Human Resources Policy.
- (c) The Queer Society expects the following of volunteers:
 - (i) Conscientious acceptance of responsibilities such as promptness, reliability and good performance;
 - (ii) Enthusiasm and belief in the work the organisation is doing;
 - (iii) Clear and open communication.

Section 3. Volunteer Rights and Responsibilities

- (a) Volunteers have the responsibility to:
 - (i) Be willing to learn;
 - (ii) Ask questions about anything not understood;
 - (iii) Be dependable and do what is agreed upon;
 - (iv) Take reasonable direction from supervisors;
 - (v) Be a team member, respect other volunteers and employees;
 - (vi) Abide by the terms of their Volunteer Agreement with The Queer Society, including compliance with all policies and guidelines.
- (b) Volunteers have the right to:

- (i) A suitable assignment;
- (ii) Support and guidance in their work;
- (iii) Suitable training for their role;
- (iv) Feel safe in their workplace and not be exposed to unnecessary risk;
- (v) Access grievance and dispute resolution procedures under the Welfare Policy.
- (vi) Be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, in line with the Financial Management Policy.

Section 4. Volunteer Limitations

- (a) Volunteers under the age of 18 must have parent/guardian consent to volunteer.
- (b) Volunteers should not work more than 16 hours per week.
- (c) Volunteers should not be used to perform the tasks of paid roles.
- (d) There is no employment arrangement between The Queer Society and a volunteer.

Chapter 3. Procedures

Section 1. Screening

- (a) All volunteers are subject to screening procedures as agreed upon by the Committee and Volunteer Coordinator.
- (b) Screening procedures may include an application, interview and reference checks.
- (c) For volunteers who will be performing child-related work, screening may include obtaining a Working with Children Check.
- (d) Screening procedures will be in line with recruitment procedures set out in the Human Resources Policy and Diversity and Inclusion Policy.

Section 2. Induction

- (a) All volunteers shall be offered appropriate information and training to discharge their duties and successful completion of this training shall be a condition of carrying out these functions.

Section 3. Supervision

- (a) All volunteers shall receive appropriate supervision in the exercise of their functions.