

Policy Name	VOLUNTEERING POLICY
Responsible Officers	Chair Treasurer Volunteering and Community Officer
Approved by Management Committee	JANUARY 2024
Review Date	JANUARY 2025

VOLUNTEERING POLICY

Runnymede YZ Aims and Policy Scope

This policy supports two aims which are set out in the Runnymede YZ Constitution:

- To work in partnership with other organisations to volunteer in the local community within Runnymede
- To support the health and wellbeing of young adults across the Borough of Runnymede

This policy relates to centrally organised YZ volunteering activities. This policy does not cover any activities which YZ members decide to organise between themselves outside of the group.

Volunteering Mission

- Runnymede YZ recognises that volunteering in the local area will create a positive impact on the health and wellbeing of its members as well as the wider Runnymede community.
- This policy sets out how Runnymede YZ will foster a culture of volunteerism among local adults in the area, helping them to become positive catalysts for societal good.
- RunnymedeYZ will take part in at least 3 volunteering activities per year, alongside its social Events Cycle. Volunteering activities will be organised sporadically as local needs emerge.

Process for organising volunteering activities

- The Volunteering and Community Officer will be responsible for organising volunteering activities and developing links with other voluntary organisations in Runnymede.
- A volunteering activity may be initiated internally by Runnymede YZ, or the group may be requested to support a third party event in a voluntary capacity. Any requests from external bodies should be given to the Volunteering and Community Officer in the first instance.
- Clear communication should be given to Runnymede YZ members ahead of any volunteering activity about; where the activity will take place, when and what time it will start/finish, how many volunteers are required, what specific tasks will occur and

expectations of responsibilities, how to get to the activity by public transport and a deadline for when members need to confirm their attendance.

- Any equipment required should be provided by the external body organising the volunteering activity, or by Runnymede YZ via the volunteering budget for internal events.
- RunnymedeYZ does not provide any form of insurance for volunteering activities. Members must be warned in advance that they are responsible for their own individual health and safety.
- A member of the YZ management committee will be designated as the main point of contact for each activity and will attend on the day.
- All Runnymede YZ members will be invited to volunteering activities and strongly encouraged to take part. However this policy does not form a contract between Runnymede YZ and its members. Runnymede YZ has no intention of creating any volunteering contract or employment contract.
- If a member wants to join an activity but is prevented from doing so due to transport costs, the Volunteering and Community Officer should refer them to the Removing Barriers Fund (see below).

Removing Barriers Fund

- If an individual member is unable to cover associated costs, they can apply in writing to the Chair or the Treasurer to request support from the Removing Barriers fund.
- Upon receipt of a request, the Chair or Treasurer must ask the member to complete a 'Removing Barriers Form' which specifies what support is needed and costs. This form must be completed for EACH individual event. The form can be completed via the Runnymede YZ website using this link: <https://runnymedeyz.com/removing-barriers-request/>
- The Removing Barriers Fund can cover up to £30 worth of associated costs, which for volunteering activities will usually be transport costs only (eg train fares). No individual member may claim more than £30 for any given event.
- The completed Removing Barriers Form must be returned to the Chair or Treasurer within one week after the member has successfully attended the event.
- The Chair and Treasurer must jointly agree to sign off all Removing Barriers requests.
- The Chair and Treasurer have the right to refuse any Removing Barriers requests which are either inappropriate or exceed the £30 limit. If a refusal is made, the Treasurer must explain the decision in writing to the member concerned. The decision to refuse (if made) is final and cannot be appealed.

Budget Implications

- £68 will be allocated to support the running of YZ volunteering activities (eg buying equipment or group transport) for January 2024 - January 2025. Any unspent monies from the volunteering budget will be carried forward to the following financial year.

- £360 will be allocated to cover the Removing Barriers fund for January 2024 - January 2025.
- The Chair and Treasurer will be jointly responsible for signing off expenditure related to this policy as per bank account signing rules.
- The execution of the Removing Barriers Fund is solely dependent on availability of funding.