



U3A PINE RIVERS INC.

ABN 68 518 990 950
Inc. No. IA 13638



University of the Third Age

“Learning for Leisure and Pleasure for Seniors”

U3A Pine Rivers – Volunteering Policy – v2.1

Mission Statement

Volunteers providing the workforce that maintains our organisation are to be recognised, trained, valued, respected and nurtured in a welcoming and safe environment. Their endeavours/ideas for, and service to U3A Pine Rivers, are to be recognised in an appropriate and thankful manner.

Volunteers have a responsibility to:

- Be reliable, committed and accountable
- Respect confidentiality
- Carry out tasks defined in the role description responsibly and ethically
- Undertake training as requested
- Ask for support when required
- Value and support other team members
- Adhere to Policies and Procedures
- Provide timely notice to organisation in regard to absences enabling replacement personnel
- Provide timely notice before leaving organisation

Volunteers:

- Should be treated respectfully with their needs addressed
- The organisation should maintain Personal Accident Insurance to cover all volunteers
- Out of Pocket Expenses should be reimbursed
- Any Volunteer Tutor experiencing financial hardship with cost of travelling long distances may apply for financial assistance by contacting Secretary by email at: secretary@u3apinerivers.org.au
- Volunteers should be informed and consulted on matters which directly or indirectly affect them and their work
- Volunteers should be informed of the Code of Conduct and Grievance Policies

The Organisation should provide:

- Orientation and Training specific to role
- Information regarding Policies and Procedures
- Assurances that Volunteers confidential and personal information be handled in accordance with the provisions of the Privacy Act
- Consideration to changing health and mobility problems
- Assessment of the safety of the environment of the workplace
- Volunteers with the opportunity to upgrade their technological abilities
- Assurances that volunteers are not discriminated against by organisational attitudes