



ALDINGA COMMUNITY CENTRE

VOLUNTEER CHARTER

We commit to:

- Ensuring that all volunteers are properly integrated into the Centre structure.
- Providing each volunteer with the name of a contact point who will look after their interests, provide support and supervision on a regular basis.
- Assuring that any information shared with the Centre is kept confidential.
- Assisting volunteers in carrying out their roles by providing induction, training, skills development, information and support necessary to the role being undertaken.
- Giving the same protection under health & safety regulations and public liability as paid employees.
- Recognising and valuing volunteers' contribution.
- Providing adequate insurance cover for volunteers whilst undertaking duties approved and authorised by the Centre.
 - Endeavouring to resolve any problems, grievances and difficulties which may be encountered while volunteering and provide an opportunity to discuss the issues in an appropriate manner.
- Including volunteers at relevant meetings and social functions
- Consulting on matters directly or indirectly affecting voluntary work
 - Ensuring volunteers are not out of pocket, in respect of expenses incurred performing voluntary tasks for the Centre.
 - Issuing written descriptions of the tasks that make up voluntary work.
 - Trusting volunteers with confidential information that is necessary in the course of voluntary work.

Volunteers are asked to:

- Observe the policies, procedures and rules of the Centre as they apply to the activity for which they volunteer.
 - Familiarise themselves with the policies and procedures of the Centre.
 - Be willing to undertake appropriate training with respect to Health & Safety issues, compliance regulations and general good practice that will improve performance in respect of the voluntary work undertaken.
 - Show respect for fellow Centre volunteers, employees, members and customers.
 - Respect and uphold the confidentiality of all information relating to the Centre, its members, employees and customers, during and after cessation of voluntary work.

- Return immediately on request any document materials or other property which are held on behalf of the Centre
- Be reliable and punctual and honour any commitment made to the best of ability, such as notifying in good time the relevant member of staff if you are unable to volunteer on a particular day (such as holidays), or if you are going to be delayed.
- Carry out your voluntary work as outlined in the agreed description or written guidelines and be prepared to be flexible in order that your voluntary support moves with a growing and changing Centre
- Contribute to the work of the Centre by attending meetings as necessary
- If possible, to give two weeks advice of their intention to cease volunteering with the Centre.
- Recognise the right of the Centre to expect quality of service from all its volunteers
- Recognise that they represent the Centre and therefore act in an appropriate manner at all times and avoid any word or deed that will bring the Centre into disrepute.

Please remember that if a volunteer fails to follow this charter it may damage the Community Centre and its work.

The Aldinga Community Centre is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, religion or belief, social status or sexual orientation.

The parties commit themselves to use and apply this Charter in the spirit of mutual respect and goodwill and to work together in that spirit, as well as the wording of this Volunteer Charter.

This is an enduring agreement to which all parties will be committed.

The Charter shall be reviewed as required by agreement of the parties.

This Charter commence on the Day of ,

Volunteers Name: _____

Signed: _____

Date: / /

Aldinga Community Centre Representative Name: _____

Signed: _____

Date: / /