STATEMENT OF VOLUNTEER POLICY

The Centre for Student Engagement is a not-for-profit organisation that will encourage the full involvement of volunteers in its operations. We believe that our clients will gain maximum benefit from the unique knowledge and skills volunteers are able to offer.

Our policy is always to attain, and wherever possible to exceed, the National Standards for Volunteer Involvement in Not-for-Profit Organisations. This can only be achieved by developing, establishing and maintaining a volunteer management system that embraces the principles and practices contained in Volunteering Australia’s National Standards documents ‘The Rights of Volunteers’ and ‘Model Code of Practice for Organisations Involving Volunteers’.

Volunteers are an integral part of our organisation and will:

- Always be treated as equally and fairly as our paid staff.
- Be valued in their input, and called upon for their opinions.
- Be consulted on all matters that substantially affect the performance of their work.
- Have the opportunity to effect change in the organisation through their suggestions and involvement in planning and management.
- Be expected to provide feedback and input to their supervisor (team leader) regarding their work with clients.

No significant initiative in the way the organisation achieves its mission will be implemented without an assessment of its impact on volunteers and/or without appropriate and timely volunteer input.

The Volunteer Program Co-ordinator who reports directly to me is hereby assigned the responsibility and authority to organise, implement and maintain the policies and procedures of the volunteer management system. Further, all staff of our organisation – paid and unpaid – are given responsibility and authority to identify problems, implement solutions to those problems after appropriate consultation, and contribute to our organisation’s overall development.

The Volunteer Program Co-ordinator will, in conjunction with both paid and volunteer staff, review and update these policies and procedures as necessary to ensure they conform to the national standards. I and the Board of UniCentre fully support this approach.

April West
Manager, Centre for Student Engagement

Due for Review July 2015
Volunteer Charter

- CSE demonstrates a commitment to best practice in volunteer management and all our staff and volunteers respect and support this commitment.
- CSE volunteers are involved in the vibrant life of the organisation and are included in decisions that affect them.
- CSE provides volunteers with clarity about their roles and is clear about expectations and policies that impact on their roles.
- CSE volunteers respect the roles of everyone in the organisation and actively accept and welcome the diversity of all students and staff.
- CSE recognises and celebrates the contribution of volunteers regularly.
- All volunteers are provided with training and professional development for their roles throughout the duration of their time with us.
- CSE provides all our volunteers with the opportunity to resolve disputes with respect and dignity.
- CSE volunteers will actively engage with the social, educational and cultural environment that CSE provides through open communication and being open to new ideas.
- Our volunteers are committed to their programs including being present and participating at team activities, encouraging their peers and taking responsibilities for their own actions.
- Every volunteer and staff member actively contributes to our discrimination and harassment free work place in accordance with Commonwealth and State Legislation.
- All volunteers and staff members are expected to respect both staff and volunteers property and facilities.
- All staff and volunteers will exemplify CSE values at all times.
- CSE volunteers will present themselves as positive role models to other students and as an ambassador of CSE programs.
- All CSE staff and volunteers will demonstrate approachability, flexibility, honesty and enthusiasm.
- All CSE volunteers are proactive in their programs and their responsibilities.
- CSE staff will provide a supportive and stimulating environment and empower students to reach their full potential.
- CSE staff will treat personal information confidentially and ensure that it is only released with volunteers consent or when legally required.
- Support the contribution of students and their representatives to University life.
- Respect individual volunteers needs.

I have read and understood the volunteer charter and agree to uphold the standards listed above as a volunteer or staff member within CSE. I acknowledge that I am engaging in unpaid, voluntary work but will be rewarded for my time with professional and personal development as well as trainings and resources that equal my contribution as a volunteer.

Volunteer Signature:                                      Manager Signature: