

## **TreeLink Stirling Volunteer Policy**

**Introduction** TreeLink Stirling is overseen by a voluntary board of trustees and relies on their work and that of other volunteers to achieve its aims. By adopting this policy TreeLink aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of both the volunteering opportunities on offer and the work carried out by volunteers;

Trustees will aim to ensure that

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers
- volunteers will be provided with opportunities to share ideas/concerns

### **Recruitment and Selection**

Volunteer trustees are elected by the membership or co-opted by the board of trustees. TreeLink Stirling will adhere to its equalities and diversity policy when recruiting and selecting other volunteers. Currently volunteering takes place in organised events which are led by one of the trustees.

- Invitations to volunteering opportunities will outline time, commitment, necessary skills and actual duties.
- All volunteers will be asked to register their presence at the event on arrival.
- TreeLink expects volunteers to comply with all policies and procedures.
- All voluntary activities will be organised in a way which ensures that they are covered under TreeLink's Public Liability Insurance.
- Volunteering sessions will include an induction which will involve an overview of the relevant policies and procedures.
- Where specific training or skills are required this will be highlighted as part of the invitation to volunteer.
- Volunteers will be able to claim reasonable expenses for their volunteering. Volunteers should discuss any planned expenditure prior to incurring this expenses to ensure that it will be covered by the organisation.

- If volunteers agree to undertake work outwith organised events led by a trustee a task description will be agreed and contact details for the trustee overseeing the work will be provided.

*Problem Solving* Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with by discussion between the volunteer and the trustees. Volunteers can raise concerns with any trustee.

**Responsibility** Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Chair of the Board of Trustees.

Implementation and adherence to this policy is the responsibility of all trustees and other volunteers within the organisation.

Agree by the trustees on December 13<sup>th</sup> 2021

To be reviewed on or before January 2022