**Presteigne Memorial Hall Volunteering Policy**

The Presteigne Memorial Hall Board of Trustees recognises and welcomes the right of people to participate in the life of the community through volunteering. It acknowledges that volunteers contribute in many ways; that contribution is unique, and that volunteering can benefit the Memorial Hall, the local community and the volunteers themselves. The Trustees value the contribution made by volunteers and are committed to involving volunteers in appropriate positions and in ways which ensure that the valuable gift of the volunteer’s time is best used to the mutual advantage of all concerned.

The trustee responsible for volunteering is Geraldine Fletcher.

**1 Key Values and Principles**

* The volunteer gives his or her time free of charge. Beyond a presumption of mutual support and reliability, no binding obligations will be imposed on volunteers to attend, give, or be set, a minimum level of involvement or participation in Memorial Hall activities.
* Volunteers can be trustees, or representative members of organisations using the Hall, or individuals co-opted to serve on a committee, or involved in ad-hoc work in support of the Hall activities. This policy relates to all such volunteers.
* Volunteers are welcome to give their time irregularly, when it is convenient to them and helpful to the Committee.
* The Board of Trustees acknowledges its duty to look after the welfare of irregular volunteers and to ensure that they are properly instructed and are managed in a safe and effective manner.
* Volunteering is open to all regardless of race, gender, religion, sexual orientation or political beliefs.
* All new volunteers will be made aware of, and have access to, all the Memorial Hall’s relevant policies, including those relating to Volunteering, Health & Safety and Equal Opportunities.
* Irregular volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.
* Irregular volunteers will have access to proper support and supervision and an opportunity to share their views with the Board of Trustees.
* All volunteers are able to claim reasonable out of pocket expenses incurred in carrying out their activities subject to agreement beforehand with the Board of Trustees and the production of receipts.
* The Memorial Hall insurance policies include the authorised activities of volunteers and the liability towards them. They do not insure the volunteer’s personal possessions against loss or damage.

**2 Rights and responsibilities:**

The Trustees recognise the rights of volunteers to:

* Know what is, and is not, expected of them.
* Have adequate support and safe working conditions.
* Be insured.
* Receive authorised out of pocket expenses.
* Receive adequate instruction or training.
* Be free from discrimination.

**3 Expectations of volunteers**

The Trustees expect volunteers to:

* Be reliable and honest.
* Respect confidentiality.
* Carry out tasks in a way that reflects the aims and values of the Memorial Hall.
* Respect the work of the Management Committee and not bring it into disrepute.
* Comply with the Memorial Hall’s policies.

The successful implementation of this policy depends on the awareness and commitment of all members of the Board of Trustees and all volunteers who support the activities of the Memorial Hall. Accordingly, all new members and volunteers shall be made aware of the existence of the policy when first joining and made aware that they will be expected to conform with its requirements. Compliance with this policy will be monitored and reported by the Board of Trustees on an annual basis.