VOLUNTEER MANAGEMENT POLICY

INTRODUCTION

MAD Potters relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working for MAD Potters have work that is safe, significant, fulfilling, and appreciated.

POLICY

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall carry out duties assigned by the management of Mansfield & District Potters.

AUTHORISATION

Signature of President: Camille Murphy
Date:15 February 2026
MAD Potters

VOLUNTEER MANAGEMENT PROCEDURES

ORGANISATION RESPONSIBILITIES

It is the responsibility of the Committee of MAD Potters to appoint a Volunteer Coordinator/Manager (Referred to as Volunteer Coordinator).

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the Committee.

The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The President shall report to the Committee regularly on the MAD Potters volunteer program.

ORGANISATION RIGHTS

To receive as much effort and service from a volunteer worker as a paid worker, even on a short-term basis

To expect conscientious acceptance of responsibilities such as promptness, reliability, and good performance.

To expect enthusiasm and belief in the work the organisation is doing.

To decide as to where the volunteer would best fit.

To expect from the volunteer clear and open communication at all time

To dismiss an unsuitable volunteer.

VOLUNTEER RESPONSIBILITIES

To be willing to learn.

To ask questions about what you do not understand.

To be dependable and do what you have agreed to do.

Be a team member, respect other volunteer workers, and paid workers.

VOLUNTEER RIGHTS

Volunteers have equal rights in the workplace as paid workers.

Volunteers have a right to a suitable assignment.

Volunteers have a right to support and guidance in their work.

Volunteers have a right to suitable training for their role.

Volunteers have a right to feel safe in their workplace and not be exposed to unnecessary risk.

VOLUNTEERING LIMITATIONS

Volunteers under the age of 18 should have Parent/Guardian consent.

Volunteers should not work more then 16 hours a week.

Volunteers are not under any obligation to attend the workplace or perform work.

Volunteers should not be used to perform tasks of paid roles.

There is no legal binding employment arrangement.

PROCEDURES

Engagement

All volunteers are subject to the screening procedures set out in the appropriate section of MAD Potters Recruitment Policy.

Engagement of volunteers shall also take into account MAD Potter commitment to cultural diversity.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions.

Volunteers must not make any purchases on behalf of MAD Potters without prior authorisation from the President, Secretary or Treasurer.

AUTHORISATION

President: Camille Murphy

Date:15 February 2026