



## VOLUNTEER MANAGEMENT POLICY

### **INTRODUCTION**

The Imperial Football Club relies heavily on the unpaid work of volunteers and values their contribution highly.

### **PURPOSE**

This policy is intended to ensure that volunteers working at The Imperial Football Club 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 the Imperial Football Club.

### **RESPONSIBILITIES**

It is the responsibility of the CEO of the Imperial Football Club to appoint a Volunteer Coordinator.

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

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 CEO shall report to the board regularly on the the Imperial Football Club volunteer program.

## **PROCEDURES**

### **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.

## **AUTHORISATION**

A handwritten signature in black ink, appearing to read 'DS', with a long horizontal flourish extending to the right.

Imperial Football Club President

David Schenscher

20/3/2019