

VOLUNTEER POLICY

Marlborough Youth Trust (MYT) engages volunteers as Board members and to support our organisational delivery. MTT values the contribution of volunteers.

For the purpose of this policy, a volunteer is “an individual who performs hours of service for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered”.

All Volunteer roles must be defined in a volunteer agreement which includes a statement of confidentiality, emphasizes the volunteer status and makes it clear that no compensation will be provided. A volunteer role will not be used to displace a genuine employee.

MYT Obligations:

1. All volunteers will be provided an orientation to the workplace and any training required to enable them to carry out their roles effectively and safely, including a clear job description, and any necessary instruction or supervision to work safely.
2. Out-of-pocket expenses may be reimbursed with the prior approval of Management.
3. MYT Management or Chairperson must sign a Volunteer Agreement.
4. All volunteers will be shown how and have access to the MYT policies.
5. All volunteers have the right to work in a healthy and safe environment.

Volunteer Obligations:

1. Volunteers must sign a volunteer application form.
2. Volunteers are required to follow all MYT policies and procedures.
3. Volunteers are required to conduct themselves in conjunction with MYT Code of Conduct.
4. Volunteers must complete a NZ Police Vetting Form and provide appropriate identification.
5. A volunteer will only do tasks that are assigned to that volunteer, only tasks that they have been trained to do.

Recruitment and Selection:

Depending on the role to be filled, the recruitment and selection process may include the following stages:

- Volunteers must be over the age of 18 years.
- Volunteers may approach MYT office at any time and offer their services. Volunteers will complete a police vetting form, photo identification, provide a CV and references.
- Board of Trustee positions will be advertised and follow the annual general meeting process. Board of Trustees will complete a police vetting form, photo identification, provide a CV and references.
- Volunteer role descriptions will be provided for the role undertaking, as well as a volunteer agreement.

Related documents and legislation: Health and Safety at Work Act 2015

Chairperson:



Date: 28.01.2025

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