

# **SOCIETY FOR LINCOLNSHIRE HISTORY AND ARCHAEOLOGY**

## **Policy on the use of Volunteers**

### **1. Introduction**

The SLHA recognises the value and the diversity of experience, background, skills and perspectives which volunteers bring to the Society and its activities. It also recognises that volunteering satisfies the needs of members and volunteers to play a larger part in Society affairs.

The SLHA also uses volunteers because it cannot afford paid staff for all tasks and without volunteers the whole activity could cease.

### **2. Recruitment**

The primary method of recruiting volunteers is by word of mouth by existing members and volunteers. In addition, information leaflets and other material such as the website invite expressions of interest from potential volunteers. Occasionally the Society may seek volunteers through outside agencies.

Recruiting activities shall comply with the Society's Equality and Diversity Policy.

Recruitment and selection shall be by interview by a minimum of two members of the Executive Committee, or as delegated, to assess the candidate's aptitude and suitability for the role.

Where potential volunteers are members who are not very well known to the Society, or are not members at all, two references shall be requested and followed-up.

### **3. Training**

New volunteers shall be asked to describe their relevant experience, if any, for the job which they wish to perform in order to assess the amount of training which is required.

New volunteers are assigned to an existing, experienced volunteer, who provides training and supervision as appropriate. Training of new volunteers may be entirely "on the job" although advantage may be taken of free local training opportunities.

No volunteer shall be permitted to operate alone without supervision until being judged competent by his/her supervisor.

All new volunteers shall be acquainted with the policies of the SLHA such as, but not exclusively, Health & Safety, Equality & Diversity, Data Protection and Discipline & Grievance.

Some roles may involve key-holding and locking/unlocking the Society's premises. Training must be provided by an existing keyholder and the new volunteer's details registered in the Keyholder Register.

#### **4. Expenses**

The SLHA will re-imburse volunteers for items purchased to support the Society's work upon production of a valid receipt.

The SLHA does not meet the cost of volunteers' travel and subsistence.

#### **Version and Review**

This document: Version 1, date 6<sup>th</sup> February 2014

Review annually.