

VOLUNTEER INDUCTION PROGRAMME

VOLUNTEER POLICY

2026/2027

POLICIES & PROCEDURES

Responsibilities of Volunteers

While you are a volunteer for the Association you are bound by the Policies and Procedures, and you will be asked to acknowledge that you have read and understood the policies and procedures provided to you.

This may seem to be a lot of information but it is important that you have access to the Policies and Procedures that we as a not-for-profit association are bound by.

Please do not hesitate to ask any questions.

Information Provided in the volunteer resource hub:

1. Volunteer Policy
2. Code of Conduct
3. Conflict of Interest
4. Confidentiality Policy
5. Health & Safety Policy
6. Unacceptable Payments
7. Giving & Receiving Gifts
8. Protection of Association Assets, Resources & Confidential Information
- 9 Use of Position for Personal Benefit
10. Email Policy
11. Computer Usage Policy

Once you are satisfied that you understand the material provided and can commit to abiding by Claddagh's Policies and Procedures please complete the Volunteer Acknowledgement form and return to the Coordinator.

Purpose

The Volunteer Policy has been developed to ensure that The Claddagh Association Inc (the Association) can create a pool of Volunteers with appropriate skills to compliment the needs of the Association.

POLICIES & PROCEDURES - VOLUNTEER POLICY

Policy

Volunteers are a valued asset and must be treated with respect always. The Association acknowledges the contribution of its Volunteers during their activities that complement the duties undertaken by paid employees.

- The Association continually seeks new Volunteers to further compliment the volunteer program.
- Volunteers' skills will be assessed and aligned with the type of volunteer work that best suits their skills.
- All volunteers will be provided with tasks that are clearly explained to them and which they are comfortable to undertake.

The Association will ensure the volunteers will be:

- provided with an induction and be trained in the duties required of them when they begin as a volunteer;
- provided with supervision and support;
- provided with the necessary tools and resources to complete their tasks;
- be reimbursed for all approved expenses incurred while they perform their volunteer duties.

Volunteers will comply with the Code of Conduct and Policies and Procedures.

Procedure

- Volunteers will be engaged at the discretion of the Volunteer Coordinator after consultation with the Committee.
- Volunteers will be subject to a Police Clearance.
- Volunteers will abide by the policies and procedures.
- The Association will hold an annual event to formally acknowledge the contribution of volunteers.
- New volunteers will be provided with an induction by the Volunteer Coordinator, or other such appropriate person, in the area in which they will be.
- Arrangements for the supervision of volunteers will vary according to the position and location at which they are volunteering.
- Volunteers will submit claims on the relevant claim form, for reimbursement of approved expenses within one month after the expense was incurred.