

MANCHESTER AND LANCASHIRE FAMILY HISTORY SOCIETY

Charity Registration No 515599

Policy Statement - [Adopted by E.C. 16 Sep 2015]

VOLUNTEER MANAGEMENT POLICY

The Manchester and Lancashire Family History Society is a self-funding organisation managed by its officers and a committee of trustees [the Executive Committee], and reliant upon its volunteer membership for the performance of its activities and the achievement of its aims.

The purpose of this policy statement is to provide a framework for the management of the volunteers engaged in Society activity in furtherance of its objectives.

Engagement of Volunteers

The Society invites members to volunteer to perform the range of tasks required in achieving its aims or carrying out its strategies. After an initial interview and a familiarisation course, roles are allocated on the basis of the skill level claimed or demonstrated. All work is subject to a period of on-the-job training and supervision by experienced leaders who report to the trustees.

Criminal Records Checks

Where volunteers are to work with children or vulnerable adults the Society will obtain a Disclosure and Barring Service check on them as required by law.

Legal Status of Volunteers

The Society will maintain a written Role Description for its volunteers. This is intended to make clear what the boundaries and expectations of their activity are. It will also make clear that the volunteers are not employees and there is no contractual requirement to work particular hours. Volunteers will be advised formally that they are acting as volunteers for the Society and not for Manchester Central Library.

Expenses for Volunteers

The Society does not pay volunteers for their time, but it does operate a policy of reimbursing some out-of-pocket expenses. These include expenses incurred for travel, postage and telephone costs [if working from home], and essential equipment and claimed for legitimate use in the interests of the Society. Volunteers are required to submit an itemised Expenses Claim Form and Gift Aid Mandate together with any available receipts for any expenses incurred and reimbursed.

Insurance to Cover Volunteers

The Society will maintain appropriate levels of insurance cover, in particular Personal Accident Insurance [PAI] and Trustee Indemnity Insurance [TII] to diminish the impact on its finances as a result of action brought by a third party on the occurrence of any risk.