

## Volunteer Policy P4

### Introduction:

U3A Sunbury is a not-for-profit incorporated organisation with the mission of providing learning opportunities and activities through social inclusion and engagement for over 50's no longer in full-time work.

U3ASunbury has no paid staff. It functions solely through the efforts and contributions of our members who give generously to our organisation as Volunteers.

### Purpose:

The purpose of formally registering our Volunteers on our UMAS System is to:

1. Ensure that our Volunteers are covered by the Victorian Managed Insurance Agency (VMIA) insurance cover.
2. Comply with the Volunteering Victoria Rules
3. Comply with the legislation including the Privacy Act and Public Safety Regulation
4. Comply with *U3A Sunbury's* policy for Code of Conduct P03

### Levels of Volunteering:

Volunteers regularly commit and contribute their time and effort to critical roles within our organisation. These volunteers ensure we remain compliant and functional.

### Recruitment and Selection:

Volunteer recruitment and selection strategies are planned, consistent and meet the needs of the organisation and volunteers.

### Support and Development:

Volunteers are inducted, ensuring they understand their roles and gain the knowledge, skills and feedback to safely and effectively carry out their roles.

### Volunteer recognition:

Volunteer contribution, value and impact is appreciated and acknowledged.

### Volunteer Agreement:

The Volunteer Agreement contains instructions and requirements for those who are registered as Volunteers. The Volunteer Agreement will be made available to U3A members who are considering becoming a Volunteer. Members who have completed a registered Volunteer Non Disclosure Agreement.

To become a Registered Volunteer, the requirements are:

1. Be assigned a role within the U3A Sunbury by the Committee of Management
2. Have read and signed the current U3A Sunbury Volunteer Agreement
3. Have your agreement co-signed by a Committee Member
4. Return your signed Agreement to [secretary@u3asunbury.org.au](mailto:secretary@u3asunbury.org.au) or in person to the secretary.
5. Have been registered in the UMAS system as a Volunteer.

To express interest as a volunteer, please refer to the website at [www.u3asunbury.org.au](http://www.u3asunbury.org.au)

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