

Volunteer Management Policy

AMAF relies heavily on the unpaid work of volunteers and values their contribution highly.

Purpose The purpose of this policy is to ensure that volunteers working within the organisation participate in a manner that is safe, significant, fulfilling and appreciated.

Policy

- All volunteers shall be treated with respect and with gratitude for their contribution.
- Volunteers shall be employed at the discretion of the management of the foundation.
- Volunteers shall carry out duties assigned by the management of the foundation.
- All volunteers shall be as far as possible protected from harm and shall be relieved of liability for acts performed in the discharge of their volunteer functions

Responsibilities

- 1 It is the responsibility of the Chairman/ Chairwoman of AMAF to appoint a Volunteer Coordinator
- 2 The Volunteer Coordinator shall be responsible for AMAF's recruitment, training and supervision of volunteers. The Volunteer Coordinator shall report to the Chairman
- 3 The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor
- 4 The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately
- 5 The Chairman shall report to the board regularly on AMAF's volunteer program

Procedures

Recruitment – All volunteers are subject to the screening, approval and probationary procedures set out in the appropriate section of the foundation's Policy Manual. Recruitment of volunteers shall take into account AMAF's commitment to cultural diversity and anti-discrimination.

Induction – All volunteers shall be offered appropriate information and training to discharge their functions and successful completion of this training shall be a condition of carrying out these functions

Supervision – All volunteers shall receive appropriate supervision in the exercise of their functions

Reimbursement – All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions

Dispute resolution – All volunteers shall be entitled to appeal to the procedures set out in AMAF's Complaint Handling Policy

Supervision – All volunteers shall receive appropriate supervision in the exercise of their functions

– Board of directors

Last Amended 26 September 2020