



Islamic Council of Victoria

ICV Volunteer Policy

Policy statement:

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

Rationale:

- 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 ICV.
- Volunteers shall carry out duties assigned by the management of the ICV.
- 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.

Purpose and Objectives:

This policy is intended to ensure that volunteers working at ICV have work that is safe, significant, fulfilling, and appreciated.

Responsibility:

It is the responsibility of the General Manager (**GM**) of the ICV to appoint a Volunteer Co-ordinator.

The Volunteer Co-ordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Co-ordinator shall report to the GM.

The Volunteer Co-ordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The GM shall report to the board regularly on the ICV volunteer program.

Procedure:

Recruitment

All volunteers are subject to the screening, approval, and probationary procedures set out in the appropriate section of the ICV's Volunteer Package.



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Recruitment of volunteers shall also take into account the ICV's commitment to cultural diversity under its Access and Equity Policy.

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 may be reimbursed for all approved expenditure incurred in the exercise of their functions, at the discretion of the GM.

Supervision

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Key words:

Volunteers

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