

<b>1.7.5</b>	<b>VOLUNTEER MANAGEMENT FRAMEWORK POLICY</b>
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<b>Applies to:</b> Board Members, All Staff and Volunteers
<b>Specific responsibility:</b> CEO

<b>Version:</b> 1
<b>Date approved:</b>
<b>Next review date:</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	Tasmanian Quality and Safety Standards, National Standards for Volunteer Involvement.
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

A best practice Volunteer Management Framework will inform all aspects of Meals on Wheels' Volunteer Management system.

Meals on Wheels is committed to the best practice in volunteer management. The *national Standards for involving volunteers in Not-For-Profit Organisations (2001)* provides a comprehensive resource for best practice in Volunteer Management.

Meals on Wheels Volunteer Management Framework is informed by the National Standards, the Volunteering Tasmania Characteristics of Volunteering statement and The Associations strategic documents including the Vision, Mission, and Values. The Volunteer Management Framework will comply with relevant State and Federal legislation as detailed in the General Volunteer Policy.

The Meals on Wheels Policy Manual will set out clear and detailed system policies and operating procedures relevant to the Volunteer Management Framework. The volunteer policies and procedures are aligned with The Associations staff and Board policies and procedures and the Code of Conduct and Values.

The Policy Manual will be appropriately documented and stored in accordance with The Associations Documentation and Records Policy and will be accessible to all employees and volunteers. A printed version will be located at all Branches.

The Branch Coordinator has overall responsibility for volunteer management in conjunction with the CEO, as per the Volunteer Management Policy, including interpretation and clarification of the whole or any part of The Associations Volunteer Handbook. All policies and procedures within the Policy Manual will be reviewed in accordance with the Volunteer Management and Continuous Improvement Policies.

**DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	
Forms, record keeping or other organisational documents	

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	CEO	Board

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Signed</b>	<b>Next Review Due</b>
1			
2			
3			