

1.7.9	VOLUNTEER RECOGNITION POLICY
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Applies to: Board Members, All Staff and Volunteers	Version: 1
Specific responsibility: CEO	Date approved:
	Next review date:

Policy context: This policy relates to	
Standards or other external requirements	National Standards for Volunteer Involvement.
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

Purpose

Meals on Wheels understands the need for, and commitment to, recognition of volunteer contributions.

Background

Meals on Wheels values the principle of volunteerism and values the place volunteering has in our community and the immeasurable worth of volunteers to the organisation. Meals on Wheels seeks to model best practice in volunteer management with regard to volunteer recognition.

Policy

Meals on Wheels will endeavour to both informally and formally recognise and affirm the value of volunteers in all sections and levels of the organisation. This recognition may take the form of, but is not limited to the following:

- Acknowledgement in reports to and by the Board;
- Service recognition which may include certificates, badges etc;
- Special volunteer recognition events;
- Recognition of personal milestones such birthdays and anniversaries;
- Media releases;
- Personal thankyou's;
- Entry to events, conferences, seminars etc;
- Leadership and training opportunities;
- Provision of references upon request;

- Acknowledgement during National Volunteer Week and International Volunteer Day.

Volunteer recognition will be planned and evaluated, and resources allocated in the volunteer management budget. Formal recognition will be noted in the volunteer's personnel record.

Procedure

The Co-ordinator is responsible for volunteer recognition and all proposed recognition-related actions must be authorised by the CEO prior to implementation.

The supervising staff member is responsible for acknowledging significant dates for volunteers such as birthdays and anniversaries.

The Co-ordinator, in conjunction with supervising staff, will organise events for volunteer recognition such as those during National Volunteer Week and International Volunteer Day including gifts or certificates to award to volunteers.

Volunteers will be invited to attend festive occasions hosted by Meals on Wheels.

Volunteers will be acknowledged in the CEO's report to the AGM of Meals on Wheels.

Formal Volunteer recognition will be noted in the volunteer's personnel record.

DOCUMENTATION

Documents related to this policy	
Related policies	Volunteer Rights and Responsibilities
Forms, record keeping or other organisational documents	Certificate of Appreciation

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			