

CODE OF PRACTICE FOR ORGANISATIONS INVOLVING VOLUNTEER STAFF

Volunteering Australia has developed, through consultation with volunteer involving NGO's and Volunteer Centres, national standards for volunteer involvement which represent 'best practice' in the management of volunteers.

In order to enhance the volunteers' experience and comply with legislation and duty of care, a voluntary organisation agrees to:

- Interview and employ volunteer staff in accordance with anti discrimination and equal opportunity legislation
- Provide volunteer staff with orientation and training
- Provide volunteer staff with a healthy and safe workplace
- Provide appropriate and adequate insurance coverage for volunteers
- Not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs
- Differentiate between paid and unpaid roles
- Define volunteer roles & develop clear job descriptions
- Provide appropriate levels of support and management for volunteers
- Provide volunteers with a copy of policies pertaining to volunteer staff
- Ensure volunteers are not required to take up additional work during industrial dispute or paid staff shortage
- Provide all staff with information on grievance and disciplinary policies and procedures
- Acknowledge the rights of volunteer staff
- Ensure that the work of volunteer staff complements but does not undermine work of paid staff
- Offer volunteer staff the opportunity for professional development
- Reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation
- Treat volunteer staff as valuable team members, advise them of the opportunities to participate in agency decisions
- Acknowledge the contributions of volunteer staff.



creating connected communities
"connecting people to people & people to places"

MEMBERSHIP

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FNQ Volunteers Inc. was established in 1999 *“To develop and strengthen volunteering in Far North Queensland for the mutual benefit of the individual and the community”*. As the lead agency for volunteering in Far North Queensland, FNQ Volunteers Inc. exists to:

1. Raise the profile of volunteering in the region to encourage community participation;
2. Participate in community activities that enable the development of the structure, skills and capacity of non-government organisations to involve volunteers;
3. Engage in advocacy and policy development with government, other institutions and organisations on issues relevant to volunteering.

FNQ Volunteers Inc. service area is from Cardwell in the south to Mossman in the north and west to Ravenshoe. FNQVI works in partnership with a range of community partners in Cape York communities. There are more than 200 daily voluntary positions listed with over 100 registered members.

Members cover a broad range of community organisations, working in community health, support for the disabled and elderly, child care, youth mentoring, legal assistance, the arts, the environment, animal welfare and tourism to name a few.

As a Member with FNQ Volunteers Inc. (depending on membership type) you have access to:

- Unlimited volunteer referrals
- Membership of the Volunteer Managers Network
- Discounted training for volunteers and managers
- Regular newsletters / bulletins to keep abreast of local events and current issues
- Broad networks throughout the region, with all sectors including, government, business and community
- Consultation and business / operational support
- Advocacy
- Workshops on relevant topics
- Information and support with current funding grants
- Invitations to all events and celebrations
- and many other services...

MEMBERSHIP TYPES AND BENEFITS

There are 4 types of Membership:

- A. **Full membership with unlimited volunteer referrals.** For a single organisation location OR a single organisation with up to 3 registered local branches annual fee ~~\$121.00~~. **FREE**
- B. **Full membership with no volunteer referrals.** For a single organisation location or individual annual fee ~~\$82.50~~. **FREE**
- C. **Associate membership no volunteer referrals.** For a single organisation location or individual annual fee ~~\$38.50~~. **FREE**
- D. **Corporate membership.** For a single organisation location with 4 or more registered local branches annual fee ~~\$275.00~~. **FREE**

BENEFITS	A	B	C	D
Full pro-active Volunteer Referral Service with unlimited number of volunteer referrals and volunteer positions listed for a single organisation location with up to 3 registered local branches	✓			
Full pro-active Volunteer Referral Service with unlimited number of volunteer referrals and volunteer positions listed for a single organisation location with 4 or more registered local branches				✓
Individualised volunteer recruitment for specific projects and access to Corporate Volunteer Employee Programmes	✓			✓
Volunteer positions listed on Volunteering Australia web site " Go Volunteer "	✓			✓
Assistance with recruiting, motivating, maintaining and recognition of volunteers	✓			✓
Concessions on training and services	✓	✓	✓	✓
Access to consultation and support on volunteer management issues and practices	✓	✓		✓
Access to FNQ Volunteers Inc. Managers Network meetings	✓	✓		✓
Access to statistics, research and current trends on volunteering – local, national and international	✓	✓		✓
Access to, and use of, National Standards on volunteer management practices	✓	✓		✓
Links to National Volunteer Week and International Volunteers Day (5th December) activities and events	✓	✓		✓
Regular mail outs on volunteering events & issues	✓	✓		✓
Publicity for your volunteer programmes including community announcements in the media	✓			✓
Constitutional voting rights	✓	✓		✓