

Hampsthwaite Memorial Hall
Hollins Lane
Hampsthwaite, HG3 2EJ
Reg Charity No. 523703
H.B.C. Licence No. WK/050606862



Bookings:

Email: Bookings@hampsthwaite.org.uk
Web: www.hampsthwaite.org.uk/memorialhall/
Tel: 01423 770399

Hampsthwaite Memorial Hall Management Committee

Managing Volunteers Policy

For the purposes of these procedures:

- **Management Committee** comprises 'Representatives' from village groups and societies, 'Public Members' elected annually as described in the Memorial Hall Constitution which arises from the [Conveyance of 1953](#)
- **Committee Officers are:** Chair, Vice-Chair, Treasurer, Booking Secretary
- **Management Sub-Group comprises** Committee Officers together with other Committee Members as nominated and appointed annually at the AGM.

Introduction:

Hampsthwaite Memorial Hall Management Committee recognises and welcomes the right of people to participate in the life of the community through volunteering.

The Management Committee also acknowledges that volunteers contribute in many ways; that their contribution is unique, and that volunteering can benefit the Memorial Hall, the local community and the volunteers themselves.

The Management Committee values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which ensure that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

The volunteer gives his or her time free of charge. Beyond a presumption of mutual support and reliability, no binding obligations will be imposed on volunteers to attend, give, or be set, a minimum level of involvement or participation in Memorial Hall activities.

Scope:

Volunteers can be elected members of the Management Committee or Representative members of organisations using the Hall or co-opted onto the Management Committee or involved in ad-hoc work in support of the Hall activities.

This policy applies to all volunteers working on or around the Memorial Hall premises engaged in work either controlled directly by the Management Committee or on behalf of any organisation represented on the Management Committee.

Policy principles:

- Volunteers are welcome to give their time irregularly when it is convenient to them and helpful to the Committee.
- The Management Committee acknowledges its duty to look after the welfare of all volunteers and to ensure that they are properly instructed and are managed in a safe and effective manner.
- Volunteering is open to all regardless of race, gender, religion, sexual orientation or political beliefs
- All new volunteers will be made aware of, and have access to, all the Memorial Hall's relevant policies, including those relating to Volunteering, Health & Safety, Risk Assessment and Equal Opportunities.
- Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support.
- Volunteers will have access to proper support and supervision and an opportunity to share their views with the Management Committee.
- All volunteers are able to claim reasonable out of pocket expenses incurred in carrying out their activities subject to agreement beforehand with the Management Committee and the production of receipts.

Insurance:

The Village Hall insurance policies include the authorised activities of volunteers and the liability towards them. They do not insure the volunteer's personal possessions against loss or damage

Rights and responsibilities:

- The Management Committee recognises the rights of volunteers to:
 - Know what is, and is not, expected of them.
 - Have adequate support and safe working conditions.
 - Be insured.
 - Receive authorised out of pocket expenses.
 - Receive adequate instruction or training.
 - Be free from discrimination.
- The Management Committee expects volunteers to:
 - Be reliable and honest.
 - Respect confidentiality.
 - Carry out tasks in a way that reflects the aims and values of the Memorial Hall.
 - Respect the work of the Management Committee and not bring it into disrepute.
 - Comply with the Memorial Hall's policies.

Policy as agreed by Memorial Hall Management Committee on _____ (Date)

Signed on behalf of the Management Committee _____

Policy to be reviewed on _____ (Date)