

# Policy on Volunteer Induction

## 1. Purpose of this policy

- 1.1 To provide a process of imparting knowledge to new volunteers.
- 1.2 To clarify the information that the Board wishes to impart to new volunteers.

## 2. Volunteer Induction Day

- 2.1 Most people wishing to volunteer must attend an induction day.
- 2.2 At the discretion of the Chief Executive, some people may be allowed to volunteer for GMFA without an induction. These rare exceptions will be based on a person's knowledge of GMFA and its work.
- 2.3 At a Volunteer Induction Day, a potential volunteer will receive information on the following subjects:
  - 2.3.1 The role of GMFA – this will include a discussion on the mission and vision statements and the ethical framework in which GMFA operates.
  - 2.3.2 How GMFA attempts to meet its mission statement – this will include information on the projects that GMFA does; where GMFA receives its funding from; and (when available) ways in which volunteers can begin new projects (Policy on Obtaining GMFA Funds).
  - 2.3.3 The method by which GMFA develops interventions – this will include volunteer leadership and how GMFA is structured (Policy on Volunteer Leadership and Group Structures); how interventions are developed (Policy on developing projects); how potential volunteers can fit into GMFA.
  - 2.3.4 The behaviour that GMFA would like from our volunteers – this would include a discussion on the Volunteer Code of Conduct; the policies in place to protect volunteers (Equality Policy, Bullying and Harassment Policy, Volunteer Disciplinary Policy); and the policies for constructively handling disagreements (Volunteer Reporting Problems Policy, Volunteer Conflicts Policy).

- 2.3.5 The benefits of volunteering for GMFA – this would include a discussion on personal satisfaction and achieving goals; motivation for volunteering; training offered by GMFA and remuneration of expenses (Volunteer Expenses Policy).
- 2.3.6 GMFA involvement plan – A discussion as to what type of volunteering work the potential volunteer would like to be involved with, and how s/he can begin volunteering.
- 2.4 Volunteer inductions will happen eight times a year.
- 2.5 If a potential volunteer cannot make these day, on rare occasions s/he may be offered a one to one induction with a member of staff. However there will be no obligation on the part of GMFA to offer a one to one induction.

### **3. Post Induction Day**

- 3.1 Staff will monitor all new volunteers for three months after the Volunteer Induction Day. The purpose of this will be to ensure that volunteers who attended the induction, and who want to volunteer for GMFA, are volunteering for GMFA.
- 3.2 All new volunteers will be encouraged to attend training in HIV basics within six months of their induction. This training will not be compulsory, but non attendance of this course may preclude a volunteer from taking up some volunteer roles within GMFA.

### **4. Dissemination of policy**

- 4.1 This policy will go to all staff and Board members.

### **5. Review**

- 5.1 This policy will be reviewed every four years.
- 5.2 This policy was passed on 26/08/04.
- 5.3 This policy was updated on 26/05/05.