

GMFA Volunteer/Member/Friend Criteria

1. Purpose of this policy

- 1.1 To provide clear criteria for becoming a volunteer.
- 1.2 To provide clear criteria for gaining membership status.
- 1.3 To provide clear criteria for losing volunteer status.

2. Summary of policy

- 2.1 A member of the public becomes a volunteer after they have completed an Induction to GMFA.
- 2.2 A volunteer is eligible to become a GMFA member after they have volunteered for GMFA over the previous six months period.
- 2.3 Volunteers/Members are considered to no longer volunteer for GMFA if they have not volunteered for the previous six months. They are the assigned the status of Friend.
- 2.4 People who left GMFA will usually be allowed to rejoin with the same GMFA status as when they left.

3. Becoming a volunteer

- 3.1 A person will be allowed to volunteer for GMFA after they have attended an Induction to GMFA.
- 3.2 This induction is compulsory for most people, with any exceptions being solely at the discretion of the Chief Executive.
- 3.3 A person will not be allowed to become a GMFA volunteer if they have previously volunteered for GMFA and been expelled from GMFA, resigned whilst being investigated for a disciplinary offence or failed to attend a disciplinary hearing.
- 3.4 Employees of GMFA will be allowed to volunteer for GMFA but ex-members of staff will not be allowed to volunteer for GMFA until three months after they have left GMFA's employment. If an ex-member of staff wishes to volunteer for GMFA after the three months, they will be entitled to become a member of GMFA as soon as they do.

4. Membership of GMFA

- 4.1 People who have been active within the six month period before an assessment date and have been volunteering for GMFA for more than six months prior to an assessment date will be eligible to become a member of GMFA.
- 4.2 Volunteers will become members after returning a membership form (appendix 2) to the GMFA office. This is compulsory for everyone wishing to become a member.
- 4.3 Membership to GMFA will enable volunteers to stand for the Board of Directors and vote at Annual General Meetings.
- 4.4 If a member has lost his/her volunteer status, they will no longer be considered a member of GMFA (see section 5).
- 4.5 Members who left GMFA will usually be allowed to rejoin GMFA as a member providing they begin to actively volunteer for GMFA and have completed another membership form.

5. Volunteer cards

- 5.1 All members will be issued with volunteer cards.
- 5.2 Volunteer cards will normally be issued twice a year or on request from individuals.
- 5.3 Volunteer cards will be valid from the time of issue to 31st December

6. Withdrawing volunteer status

- 6.1 A person will lose their volunteer status if s/he has not volunteered for GMFA in a six month period before an assessment date. This person will then be categorised as a Friend of GMFA and their details retained on the database. A volunteer who has been inactive and wishes to become a volunteer again will usually be allowed to do so providing they actively volunteer for GMFA.
- 6.2 A person will lose their volunteer status if s/he has been found guilty of misconduct for which the disciplinary sanction was expulsion.

7. Administration

- 7.1 The administration for the policy will be conducted by an employee.

8. Dissemination of policy

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

9. Review

- 9.1 This policy will be reviewed every four years.
- 9.2 This policy was passed on 13/09/01.
- 9.3 This policy was updated on 26/08/04.
- 9.4 This policy was updated on 27/08/08.