



EAGLES NEST THEATRE
CO.

VOLUNTEER MANAGEMENT POLICY 2018

Policy number	EVMP05042018	Version	001
Drafted by	James Masefield	Approved on	06/02/2018
Responsible person	James Adler	Scheduled review date	12/12/208

INTRODUCTION

Eagles Nest Theatre Company relies heavily on the unpaid work of volunteers and values their contribution highly.

PURPOSE

This policy is intended to ensure that volunteers working at Eagles Nest Theatre Company have work that is safe, significant, fulfilling, and appreciated.

POLICY

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall carry out duties assigned by the management of Eagles Nest Theatre Company.

AUTHORISATION

James Adler

Managing Director of Eagles Nest Theatre Company

Date of approval

07/02/2018

Eagles Nest Theatre Company



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RESPONSIBILITIES

It is the responsibility of the Managing Director of Eagles Nest Theatre Company to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the Managing Director.

The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The Managing Director shall report to the board regularly on the Eagles Nest Theatre Company volunteer program.

PROCEDURES

Recruitment

All volunteers are subject to the screening procedures set out in the appropriate section of Eagles Nest Theatre Company's Recruitment Policy.

Recruitment of volunteers shall also take into account Eagles Nest Theatre Company's commitment to cultural diversity under its Access and Equity Policy.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in Eagles Nest Theatre Company's Reimbursement of Expenses Policy.

RELATED DOCUMENTS

- Staff Recruitment Policy
- Code of Conduct Policy
- Code of Ethics Policy

AUTHORISATION

A handwritten signature in black ink that reads "James Adler". The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke at the end.

James Adler

Managing Director of Eagles Nest Theatre Company

Date of approval

07/02/2018

Eagles Nest Theatre Company