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| **Policy Name and Number:** | **Volunteer Rights & Responsibilities** |
| Date last reviewed: | 25/08/2016 |
| Approval or last revision: | 22/04/2017 |
| Approved by: | Jake Furby (Secretary on behalf of the committee and membership) |

**POLICY**

York LGBT Forum recognises volunteers as integral to the organisation’s ability to achieve its goals, aims and objectives. Volunteers will be treated with the same professionalism and respect as other workers and in turn will be expected to act professionally and respectfully as a representative of York LGBT Forum.

**SCOPE**

This policy applies to volunteers

**RIGHTS**

York LGBT Forum volunteers have the right to:

* Respect and recognition as a valued team member
* A clear description of the volunteer duties, how to access supervision and support
* An induction from a trustee to the organisation
* A copy of the organisation’s volunteer policy and any other organisational policies that are relevant to their work
* Supervision and support in their role
* The opportunity to provide feedback and input
* Recognition for their contributions
* Adequate liability insurance coverage
* Reimbursement for authorised expenses incurred on behalf of the organisation

**RESPONSIBILITIES**

York LGBT Forum volunteers have the responsibility to:

* Adhere to relevant York LGBT Forum policies and procedures
* Maintain confidentiality and privacy with regards to organisational, service user and other information of a confidential nature
* Value, support and respect the rights of others
* Be punctual and notify the project leader of absences as much in advance as possible
* Maintain a professional attitude toward their tasks
* Represent the organisation accurately and positively to other organisations and individuals
* Request support when needed
* Report any health and safety concerns to their project leader
* Provide notice of intention to withdraw their assistance