

Lions Club of Maidenhead CIO

Volunteer Policy and Agreement (non-Lion Member)

Bodies covered by this policy

This policy covers the activities of the Lions Club of Maidenhead CIO.

1. Purpose of our volunteer policy

Our volunteer policy has been created to show our Friends of Lions that we have spent time and care in planning how volunteers will be welcomed at Lions Club of Maidenhead CIO (the Lions). It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

2. Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering with the Lions, you will be making a positive contribution to community development locally, nationally and internationally. Volunteers are vital to our work.

3. Your expectations

As a volunteer with the Lions you can expect:

- to be involved with an organisation that is focused mainly on local issues - supporting the young and elderly, the infirm and the disadvantaged, – and being able to respond to national and international events through our membership of Lions Clubs International, knowing that any funds that we send to an international disaster zone will be handled by like-minded Lions locally;
- a supportive and positive environment that ensures you enjoy your time volunteering. Lion members come from all walks of life and give their time freely to help others, you will ‘feel at home’ in their company;
- to be treated with respect and courtesy;
- to be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background;
- a named contact for support who will act as your mentor;
- relevant and up-to-date information and advice;
- recognition and thanks;
- reimbursement of any reasonable out-of-pocket expenses incurred in the course of your volunteering;
- equal opportunities;
- adequate public liability insurance; and
- respect to your right to privacy and that of your contacts.

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4. Our expectations

In return we ask that you:

- Support our aims and objectives;
- Remember that you are a representative of Lionism;
- Adhere to confidentiality guidelines;
- Reach a shared understanding with us by summarising your role and commitment;
- Be open and honest in your dealings with us;
- Treat fellow volunteers and Lions with courtesy and respect;
- Follow our Health and Safety Policies and accept simple instructions given to you on how to perform tasks in a safe manner. We have clear procedures for accidents and emergencies, and we will always have medical assistance at our major events. We will keep reminding you of these safety policies.
- Let us know if you wish to change the nature of your contribution;
- Let us know if we can improve the service and support that you receive. We hope that you will have a very enjoyable experience volunteering with us. However, if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to your mentor and s/he should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak with the Lion President.

5. Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

Apart from our fundraising activities we hold social events to enable volunteers and Lions to relax with like-minded people in convivial surroundings and locations; we will be pleased for you and any partners to attend these events.