

## A Manager/Coordinator of Volunteers will:

- Agree to the definition of volunteering
- Uphold and work to the 'principles of volunteering'
- Promote best practice in volunteer management in their organisation
- Ensure that their organisation has a written policy on volunteer involvement
- Ensure the volunteer policy is implemented and adhered to
- Ensure that the rights of volunteer staff are protected
- Value the worth and work of volunteers in positive and tangible ways' promote the broader volunteer movement
- Not replace paid staff with volunteer staff
- Not deploy volunteer staff in under-resourced program area
- Not deploy volunteer staff in positions vacated through industrial disputes
- Work in a manner that demonstrates that all staff are valued equally
- Observe duty of care
- Value and respect the role of manager/coordinator of volunteers
- Work to enhance and develop the role of manager/coordinator of volunteers
- Work to ensure that volunteer services are adequately resourced
- Practice and observe high standards of confidentiality