

14

CREATING VOLUNTEER POLICY FOR GOOD PRACTICE



2h 00m



PLENUM AND
SMALL GROUPS

DESCRIPTION

Good policy underpins good practice. It is never too early to begin developing a volunteer policy.

The process of developing a comprehensive policy for volunteers will take time and effort, but it will pay off in the long run.

The process outlined below assumes that you will be starting with a blank slate. However, it can be adapted to any stage of development your organization may be in.



PREPARATION

- Print and read through **Background Paper: Volunteer Policy Framework (10)** individually.



MATERIALS

- Flip Chart
- Markers



TOOLS

- Background paper:
Volunteer Policy Framework (10)



GROUNDWORK



WORKING WITH
VOLUNTEERS

STEP 1 **IN PLENUM:**

Brainstorm about why an organization needs a Volunteer Policy Framework. **[20 MIN]**

STEP 2 **IN SMALL GROUPS:**

Review **Volunteer Policy Framework (10)**  and think about how it can be tailored to your organization. There will be some topics that will not apply to your organization. You can always skip these, but it is worthwhile to at least review them. Work through one section at a time, and consider how your organization might address each issue.

What problems arise for your organization as it develops a volunteer policy statement? What other questions will come up?

Which practices or procedures will need to be revised or further developed before you have your own volunteer policy statement? **[60 MIN]**

IN PLENUM:

STEP 3 Share your proposals for the policy paper and try to come to a consensus on a final version or define an editing group for finalizing the policy paper. **[40 MIN]**