

VOLUNTEER MANAGEMENT POLICY

Policy number	115	Version	1.2
Drafted by	K Mathieson	Approved by	10 July 2025
Responsible person	President	Committee on	
		Scheduled review date	25 May 2027

INTRODUCTION

The Handweavers, Spinners and Dyers Guild Tasmania INC. [The Guild] relies heavily on the unpaid work of volunteers and values their contribution highly. All positions within the Guild are volunteer positions.

PURPOSE

This policy is intended to ensure that volunteers working at The Guild 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 The Guild.

AUTHORISATION

[Signature]

Sue Hastie, President

10 July 2025

Handweavers, Spinners and Dyers Guild Tasmania INC

VOLUNTEER MANAGEMENT PROCEDURES

Procedures number	215	Version	v 1.2
Drafted by	K Mathieson	Approved by	Committee
Responsible person		Scheduled review date	

RESPONSIBILITIES

From time to time, a Volunteer Coordinator may be required. The Committee of The Guild will appoint an appropriate person or persons as Volunteer Coordinator.

The Guild Committee shall be responsible for oversight of the organising the recruitment, training, and supervision of volunteers.

Any Committee member, in the role of Volunteer Coordinator, may from time to time, assign supervisors to volunteers and monitor the work of the supervisor.

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

The Volunteer Coordinator shall report to the Committee regularly on volunteer activities.

PROCEDURES

1. Management of volunteers shall consider the Guild's commitment to cultural diversity under its Access and Equity Policy.
2. All volunteers shall be offered appropriate information and training to discharge their functions, and where appropriate, successful completion of this training shall be a condition of carrying out these functions.
3. All volunteers shall receive appropriate supervision in the exercise of their functions.

RELATED DOCUMENTS

Access and Equity Policy

AUTHORISATION

[Signature of authorized person]

Sue Hastie, President

10 July 2025