



# Canberra Bridge Club

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Responsible person:	President	Scheduled review date:	Feb 2027

## Volunteer Management Policy

### INTRODUCTION

The Canberra Bridge Club (CBC) is an incorporated association which offers members a friendly, supportive environment in which to play bridge. It is the largest bridge club in the ACT and owns its own premises in Deakin. The club offers bridge sessions for all levels of expertise, including beginners, improvers, intermediate and those who compete at a national level.

The CBC relies on the unpaid work of volunteers and values their contribution highly. This policy is intended to ensure that volunteers working with the CBC have work that is safe, significant, fulfilling, and appreciated.

### POLICY

All volunteers shall be treated with respect and gratitude for their contribution and their contribution recognized as an integral part of the CBC's operations.

Volunteers shall carry out duties assigned by the management of the CBC.

### RELATED DOCUMENTS

- CBC Working with Vulnerable People Policy
- CBC Work Health and Safety Policy

### Authorisation

Mary Tough

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President

Date of Approval by CBC Committee: 20 February 2025

Name of Organisation: Canberra Bridge Club

# VOLUNTEER MANAGEMENT PROCEDURES

## RESPONSIBILITIES

It is the responsibility of the President and Executive of the CBC to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising recruitment, training, and supervision of volunteers and will report to the Managers and the CBC Committee.

The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor. The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The Managers and Executive as appropriate shall report to the Committee regularly on the CBC volunteer arrangements.

## PROCEDURES

### Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

### Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

### Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in the CBC's Expenditure Policy.

## RELATED DOCUMENTS

- Human Resources Procedure Manual
- CBC Working with Vulnerable People Policy
- CBC Work Health and Safety Policy
- CBC Expenditure Policy

## Authorisation

**Mary Tough**

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President

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