

MEV POLICY – VOL 003

Manchester Event Volunteers	Volunteer Services
Policy Number	VOL 003
Policy Title	Volunteers being managed by third parties

POLICY DESCRIPTION

Volunteers will not be permitted to work directly for third parties other than the organisation who has signed the MEV Code of Practice.

Volunteers must either report directly to a Volunteer Leader or to one of the Volunteer Managers appointed by your organisation.

This policy is to ensure that volunteers are not mismanaged at events. All volunteers must be managed and treated equally in terms of reward and recognition, training, uniform, feeding, rostering, team building and motivation through assignment to a work team.

The management of volunteers is in no way to be compromised.

POLICY IMPLEMENTATION

Any volunteer position currently planned to directly report to a third party must be restructured in order for the position to report to either a Volunteer Leader or Volunteer Manager for the organisation who has completed the Code of Practice.

POLICY RATIONALE

The following activities and processes (where appropriate) must take place to ensure the delivery of the event.

- Assignment to Work Teams and a Work Team Leader
- Team Building and Motivational activities within Work Team
- Rostering of individual volunteer by Work Team leader
- Communication to the volunteer regarding collection of uniforms, training invitations, confirmation of assignments, volunteer newsletters, invites to job specific training
- Orientation Training
- Venue Specific Training
- Job Specific Training
- Uniforming
- Feeding / Refreshments / Expenses
- Appropriate breaks within shift