



Volunteer Policy

Díseart Institute of Irish Spirituality and Culture strives to promote research, courses and cultural activities in all areas of Irish Spirituality and Celtic Culture including theology, language, literature, art, laws, folklore, values, spirituality, history, music, archaeology and customs

Our volunteers are our most valuable resource and we encourage and support involvement at all levels of our organisation and within all appropriate activities.

Introduction

This policy is to set out a framework for volunteers, board members and trainees, in a mutually supportive and complementary manner. A volunteer is an individual who, beyond the confines of paid employment and normal responsibilities, contributes time and service to assist an Díseart in the accomplishment of its mission. This policy is intended to aid an Díseart in engaging with volunteers while remaining compliant with General Data Protection Regulation (GDPR),

The majority of people involved with this organisation are volunteers, including Board members.

In order that we make the most of our limited time, we have committed to working together like this:

- If we promise to do something, we will do it.
- If we cannot do something or cannot do it by the time we agreed, we will give plenty of notice, so that alternative arrangements can be made.
- We will communicate respectfully and honestly at all times with each other and with all our stakeholders.
- We will use e-mail/ phone as our primary means of communication.
- We will keep confidential matters confidential.
- We will not bring the organisation into disrepute.
- We will show appreciation to each other for our voluntary efforts

(To be named) is responsible for ensuring that the processes described in this document are followed.

All other volunteers (including Board members) are expected to facilitate this process.

Recruitment

- We welcome anyone who is committed to the aims and values of the organisation to apply to join us as a volunteer
- Prior to confirming your place as a volunteer, we will have an informal chat, so that we can decide if we are right for each other
- Where a particular skill-set is needed, we may draw up a brief specification for the volunteer/s who might be best equipped to undertake these tasks
- We always invite references and reserve the right to not select all potential volunteers; all placements are subject to an initial trial period of one month
- On confirmation of a place being available, we will provide a warm welcome to you as a new volunteer and will make available the information you need in order to become fully involved in our organisation

Activities and Responsibilities

The Board, in the person of the Volunteer Coordinator, will always provide an accurate description of the tasks that we expect you to undertake as a volunteer

- We gratefully acknowledge your gift of time spent volunteering with our organisation, but stress that unscheduled absences can create organisational problems and request that you inform the supervisor of these as soon as possible, so that alternative arrangements can be swiftly made

Support

- We respect your right to privacy and confidentiality
- We will reimburse any previously agreed out-of-pocket expenses incurred in the course of undertaking voluntary work for our organization
- Insurance cover is provided for all sanctioned volunteers' activities
- A named supervisor leads the team of volunteers
- When training and development opportunities become available, we will encourage volunteers to undertake these courses, when appropriate
- We, the Board and stakeholders of an Díseart, are very grateful to our volunteers for their help and support, and will endeavour to show this at both a formal and informal level
- We can provide references for current and former volunteers if required
- Your feedback to the Board (via the Volunteer Coordinator Micheál Ó Conchúir or Pdraig Feirtéar is always welcomed

GDPR and Data retention

- Basic administrative records are maintained on each volunteer to which they may have access at any time; these are destroyed within **one year** of a person no longer volunteering with the organisation
- We expect you to adhere to our policies and procedures (which will be supplied on confirmation of you joining us) and that you will maintain the confidentiality of any and all privileged information to which you might be exposed while volunteering.

In the rare case of any problems arising

- We aim to act quickly and fairly if difficulties arise
- We urge you, if you have any sort of problem in your line of work with us, to contact your supervisor at the earliest opportunity
- If the supervisor is the source of the problem or cannot resolve the issue, the volunteer should contact the chairperson of the Board
- We reserve the right to dismiss any volunteer who does not adhere to the organisation's rules or who fails to perform their volunteer assignments satisfactorily

And finally...

We thank you most sincerely for considering joining us as a volunteer, and hope that you will find working at an Disart to be enjoyable and rewarding.

Signed: Signed: (Appointed volunteer supervisor)

Volunteer

Date:

Date: