

**St Cuthbert's Society Junior
Common Room (1168134)**

Volunteer Management Policy

POL001

Approved/issue	October 2018	Locations	Website Trustee Share Drive
Review Cycle	Annual		
Next review due	October 2019	Circulation details	Executive Committee Trustees
Review by	Trustee Legal Committee		

1. Introduction

- 1.1. St Cuthbert's Society Junior Common Room ("the JCR") is committed to providing good volunteer management to JCR members who volunteer their time and service for the JCR.
- 1.2. JCR volunteers are any JCR member appointed to a JCR position, committee, service or any JCR member who gives their time and service of their own free will to the JCR.¹

2. Appointment

- 2.1. The JCR's volunteers are appointed in the following ways:
 - Elected by JCR members through single transferable vote (STV) election
 - Elected by JCR members at a JCR meeting
 - Appointed via selection
 - Appointed by fellow members of a sport or society group
 - Open access to join (no application process required)
- 2.2. The procedure for JCR elections is explained in the JCR Standing Orders that can be found on the JCR website
- 2.3. Volunteers appointed by selection are assessed by JCR Executive Committee members relevant to the responsibilities of the position being applied for.

3. Support and Supervision

- 3.1. Volunteers will all have a named supervisor, who is positioned above the volunteer in the JCR operational structure. All JCR positions sit under an Executive Committee Member who is supervised by the JCR president.
- 3.2. The supervisor will provide an induction, report the volunteers' views and progress those views up the operational structure, and supervise the day-to-day operations of the volunteers.
- 3.3. Volunteers will receive an induction from their supervisor. This induction may include:
 - Charitable aims of the JCR
 - Overview of the volunteers' responsibilities
 - Any appropriate policies and the location of these policies
 - Any appropriate handover documents

¹ This definition includes those with management responsibilities within JCR sports and societies. For example, a club or team captain.

- Any formal training
- 3.4. Supervisor will:
- Cover how the volunteer is progressing with their role;
 - Advise if they need any additional support/training;
 - Report any views/concerns to the relevant member of the operational structure;
- 3.5. A volunteer's situation may change or the volunteer may become dissatisfied with the volunteer position they have agreed to fulfil. Volunteers are encouraged to discuss these issues with their supervisor.
- 3.6. If a volunteer has a complaint, they may refer to the JCR Complaints Policy.

4. Dismissal from volunteer positions

- 4.1. Volunteers may be dismissed provided there are reasonable grounds to do so. Reasonable grounds shall include, but are not limited to:
- Bringing the JCR into disrepute
 - Breaching of JCR policies, in particular, the charity's safeguarding or health and safety policies.
 - Continual absence from or lateness to meetings
 - Theft
 - Harassment or abusive behaviour
 - Violation of the Code of Behaviour
 - Gross misconduct
- 4.2. Different types of volunteer positions are dismissed in different ways.
- 4.2.1. If the volunteer is an ordinary member of the committee, appointed by selection, the chair of a committee has the power to remove that volunteer as an ordinary member.
- 4.2.2. If the volunteer was elected by the JCR, they can be dismissed by a vote of no confidence passed at a JCR meeting.
- 4.2.3. Volunteers may be dismissed in other ways, in line with the JCR Constitution and byelaws.
- 4.3. If a volunteer feels they have been dismissed unfairly, they may make a complaint by following the JCR Complaints Policy.
- 4.4. The charity's Byelaws reserve the right of the Board of Trustees to suspend and/or remove a person from an office or position of responsibility within the charity under certain conditions.

This Volunteer Management Policy has been approved by the JCR President and Trustee Board.

Signed Sean Barnett

Signed Saskia Wootton Cane

Dated Sept 19th 2020

Chair, JCR Trustee Board

See Appendix I overleaf

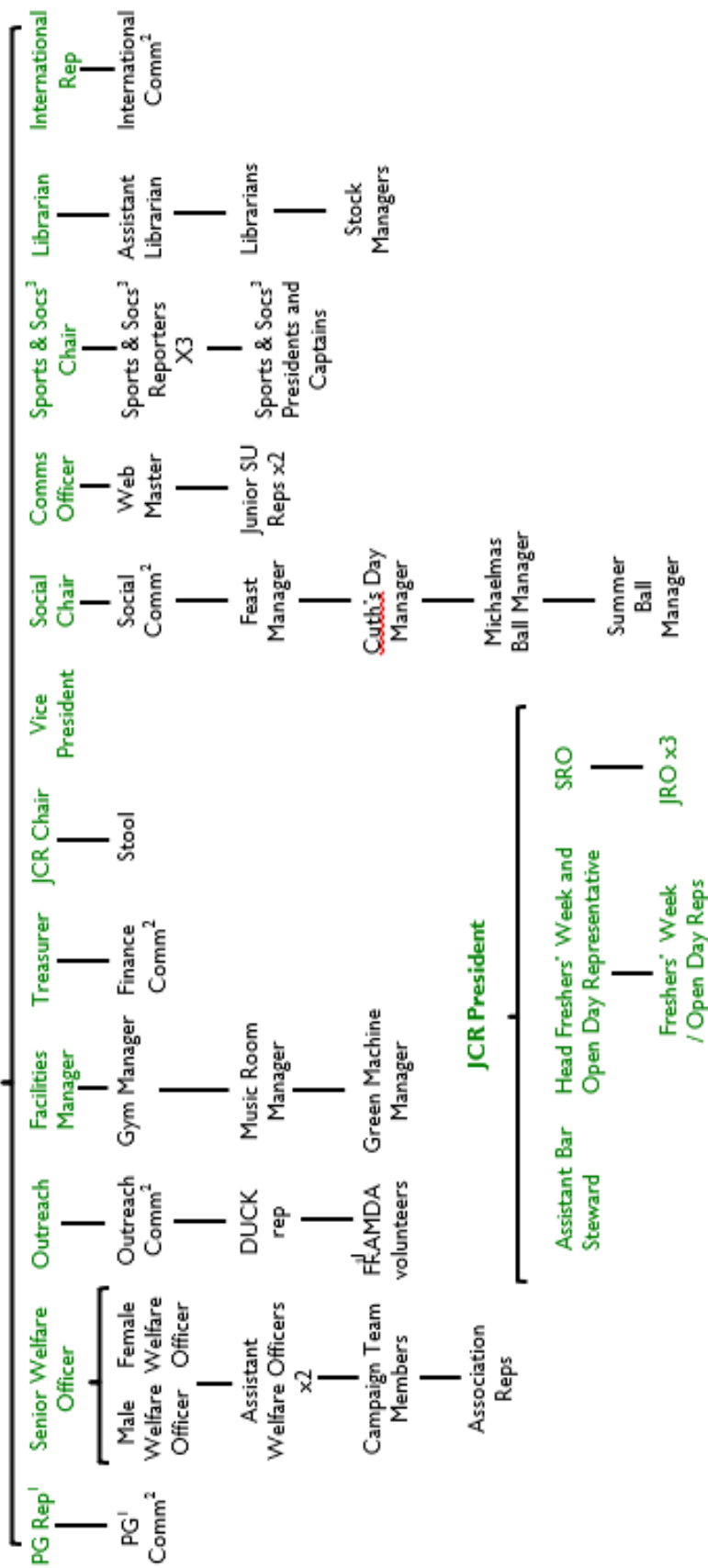
Dated Sept 19th 2020

JCR President 2020-21

Appendix I – JCR Operational Structure

JCR President

Executive Committee



¹ Postgraduate and Mature Students

² Committee

³ Societies