



### **What should I expect from Above and Beyond and what are my responsibilities as a volunteer?**

It is important for you to know what you are committing to and for how long when you choose to volunteer with any organisation. Ask the organization you intend to volunteer for what they expect from you and what they can offer you.

#### **Expectations:**

The organisation is expected to ensure that you:

- Learn about the organisation and its volunteer policies;
- Get an induction to the organisation and training for your volunteer role;
- Know the organisation's policy around Safeguarding & Complaints or any issues of concern;
- Regular reviews and supervision and guidance and support in your volunteer role;
- Be reimbursed for all volunteer work related expenses for the organisation within A&B Policy guidelines.

#### **Responsibilities:**

As a volunteer, you have the responsibility to:

- Be punctual for your volunteer duty or shift;
- Be reliable and responsible;
- Communicate any issues or concerns which are likely to affect your volunteer duties;
- Do your duties as assigned and directed;
- Accept guidance from your line manager;
- Be willing to learn and participate in induction, training programs, and meetings;
- Understand the role of the paid staff, maintain a smooth working relationship with them and stay within the bounds of the volunteer role;
- Keep sensitive organisational information confidential;
- Comply with the policies and procedures of the organisation.