

IOR Volunteer Management Policy

The Institute of Refrigeration is a registered charity, professional body and voluntary organisation representing 1800 individuals, established in 1899.

Objects of the IOR are:

- a) The general advancement of refrigeration in all its applications, in relation both to the perfection of its methods, and to the extension of its services to the community.
- b) To promote means for communication between members and their interchange of views.
- c) To encourage invention and research in all matters relating to the science and practice of refrigeration.
- d) To promote a sustainable approach to all aspects of refrigeration system design and operation
- e) To co-operate with educational institutions for the furtherance of education in the science and practice of refrigeration.
- f) To hold meetings of the Institute for reading and discussing papers dealing with refrigeration and allied subjects.
- g) To publish and distribute the proceedings or reports of the Institute.
- h) To do all other things, incidental or conducive to the attainment of the above objects or any of them.

The role and management of Volunteers within the IOR

1-Volunteering as a member of the IOR:

- Member volunteers play a major part in the work of the Institute
- The individual skills and technical expertise each person brings to this work is highly valued
- Members are encouraged to develop their network of contacts and build on existing skills and knowledge as part of any voluntary work with the IOR
- To work effectively clear roles and responsibilities for volunteers involved in IOR committees, working groups, projects or outputs are provided.
- All members volunteering their time for the charity have the right to be treated fairly and equitably

2-Recruitment of Volunteers

- Volunteers are recruited to roles either by personal invitation if the specific and unique skills are required or by open invitation using social media eg linked in, twitter or IOR communications such as websites/newsletter
- Information about the vacancies and roles is made available and the selection process is managed by the Chairman of the relevant Committee or Working Group with guidance offered by the Secretary.
- Members recruited to this work are invited from as diverse a range of interests, abilities and experiences as possible.

3- Supporting Members

- Once accepted in a volunteer role members are provided with an initial outline of the role writing or by discussion, including information about the task, their role, time commitment and likely location of meetings or work.
- Terms of Reference for that activity, and past minutes or future meeting dates are made available
- A named staff member as a primary contact is identified.

4-Expectations of Members as volunteers:

- Must represent non commercial technical views as an individual at all time
- Declare any interests or conflict of interest, particularly if this is of a commercial nature, if and when the occasion arises
- Respect the confidentiality of any information disclosed by the Institute to them as part of their volunteer role or to which they have access eg member or applicant personal details, financial information about the Institute etc.
- Commit to taking an active part in the task or work involved, will respect the contribution of other members, will offer apologies for meetings they cannot attend well in advance wherever possible.
- Make it known to the Secretary or Chairman if they wish resign from this volunteer post if they are unable to continue with this commitment.
- In all circumstances they must be mindful of the objects of the Institute, its charitable status and the need to serve the public benefit.

Expenses

- No contribution towards travel, hotel or out of pocket expenses is normally paid unless exceptional circumstances are presented and an application made to the Committee chair and Secretary in writing well in advance.
- Members are not paid by the IOR for their technical contribution as part of the normal activities of the Institute.

Any Complaints and conflicts

- Are managed by the Chairman of that Committee / Working group and Secretary as they arise in the first instance.
- If necessary matters can be referred to the Executive Council of Trustees, via The Secretary.

A Role description for Committee and Working Group members is currently under development for consideration by the Council.