

IOR Volunteer Management Policy

1-Volunteering as a member of the IOR:

- Member volunteers play a major part in the work of the IOR
- 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 open invitation using social media eg linked in, twitter or IOR communications such as websites/newsletter or by personal invitation if specific and unique skills are required to ensure balance of technical input to the IOR's work
- 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 IOR staff.
- Members recruited to this work are invited from as diverse a range of interests, abilities and experiences as possible including ethnicity, gender and geography.

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, responsibilities of their role, time commitment and management of work of the committee.
- Terms of Reference for that activity, and past minutes are made available as well as outlook invites to future meetings
- A named staff member as a primary contact is identified.

4-Expectations of Member volunteers are that they:

- Must comply with the IOR Code of Conduct of members and Code of Conduct of Meetings as set by the IOR Board of Trustees
- Must represent non commercial technical views as an individual at all times
- 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 IOR 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. And if necessary will sign a data protection agreement in line with GDPR.
- 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 staff member 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 IOR, its charitable status and the need to serve the public benefit.

5-Expenses

- Contributions towards travel, hotel or out of pocket expenses is not normally paid unless under exceptional circumstances and an application is made to the staff member responsible in writing in advance.
- Members are not paid by the IOR for their technical contribution as part of the normal activities of the IOR.

6-Complaints and conflicts

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

7- Find out more

Contact miriam@ior.org.uk in case of query.

*reviewed and approved by the Board of Trustees 29th April 2020
next review due 2023*