



LINCOLN CHORAL SOCIETY

VOLUNTEER POLICY

Registered charity no 505023

Purpose of this document

- 1 This policy sets out the broad principles for voluntary involvement in Lincoln Choral Society. It is of relevance to all within the Society, including volunteers, members, and Trustees. This policy is endorsed by the Trustees and will be reviewed annually, to ensure that it remains appropriate to the needs of Lincoln Choral Society and its volunteers. Lincoln Choral Society acknowledges that volunteers contribute in many ways and that their contribution is vital to the running of the Society.

Definitions

- 2 Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills to benefit the Society. This Policy is aimed at those holding specific roles within the Society rather than members in general, but excludes the Trustees. These specific roles include, but are not limited to, Concert Manager, Section representatives (one from each voice part), Publicity Co-ordinator, Friends' Secretary, Chorus Secretary, Subscriptions Secretary, Social Secretary, Social Media Co-ordinator and Librarian.

Volunteer recruitment

- 3 All volunteers will be recruited from members of the Society who put themselves forward. Should there be more than one candidate for a specific role, the Society will appoint the most suitable candidate based on merit alone. Volunteers may share aspects of the role with other Society members after making their 'paired' Trustee aware of this (see para 4). Lincoln Choral Society is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation or political beliefs.

Volunteer Co-ordination

- 4 Each volunteer will have a nominated Trustee to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision. These 'pairings' are as follows:
 - Publicity Co-ordinator with Chairman
 - Friends' Secretary with Chairman
 - Social Media Co-ordinator with Chairman

- Concert manager with Treasurer
- Chorus Secretary with Treasurer
- Subscriptions Secretary with Treasurer
- Social Secretary with Treasurer
- Section representatives with Secretary
- Librarian with Secretary

5 Volunteers are not required to attend Committee meetings but are welcome to do so if they wish. They may occasionally be asked to attend such meetings if an item relating to their role is to be discussed.

Reimbursement of expenses

6 The Society's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. Expenses should be agreed with the relevant Trustee prior to incurring the expense; this may take the form of an agreement for ongoing expenses for a specific purpose, or ad hoc expenses. The Society is not able to reimburse travelling expenses.

Insurance

7 The Society's liability insurance policy includes the activities of volunteers.

Document control

First approved 8 June 2017

Reviewed 8 October 2018

Reviewed with minor amendments 16 July 2024