**Fordham Village Hall Volunteer Policy**

**Charity Number 1007775**

Fordham Village Hall Management Committee believes in equal opportunities and diversity. We strive to deliver a varied and diverse range of activities within the Hall which promote a community spirit.

Our main objective is to make the Village Hall a social hub of our community for everyone within the village and the surrounding areas.

In line with this, Fordham Village Hall seeks to involve volunteers to:

Ensure our events meet the needs of our community.

Ensure the community are actively involved in Fordham Village Hall.

Provide opportunities for all ages of the community to develop new skills and perspectives.

Increase our contact with more people in the community.

**Principles**

This Volunteering Policy is underpinned by the following principles:

* Fordham Village Hall will ensure that volunteers are made to feel welcome and included and that their contribution, on whatever level, is facilitated to enable them to contribute to Fordham Village Hall’s work.
* Fordham Village Hall is run completely by volunteers.
* Fordham Village Hall expects that the committee works positively with each other and with all other volunteers.
* Fordham Village Hall will actively seek to attract and involve volunteers in their work.
* Fordham Village Hall recognises that volunteers require appreciation and satisfaction for their contribution and we will seek to help volunteers meet these needs.

**Recruitment**

All prospective volunteers will be informally interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

**Expenses**

All volunteers will have any monies paid on behalf of the village hall reimbursed when a receipt is provided to support the expenditure worked.

|  |  |
| --- | --- |
| **Policy** | **Volunteer** |
| **Date / Version** | **June 2023** |
| **Review Date** | **June 2024** |